



JOB ANNOUNCEMENT

Senior Office Support Assistant Children's Division (December 14, 2018)

The Children's Division is seeking applications for the position of **Senior Office Support Assistant** based in **Central Office (Cole County)**. This position is located in the Program Development and Field Operations Unit.

This is senior-level office support work requiring independent work decisions for complex clerical functions or processes, involving familiarity of specialized terminology and/or software.

JOB DUTIES: This position will support the Program Development and Field Operations unit including three unit managers and a number of program development specialists. Duties will include setting up meetings, making lodging arrangements, date stamping and distributing mail, assisting with print jobs, front desk receptionist, answering a multi-line telephone, and assisting Walk-ins. This position will also do a variety of other duties including: creating Foster Parent Identification Cards, mailing remittance returns, assisting with birth certificate request, assist with mass mailings and printing license certificates.

This position will also do a variety of other duties including:

- Maintaining, with relative independence, a significant phase or segment of a clerical process or office activity and makes frequent decisions in accordance with agency policies, rules, or procedures.
- Maintains fiscal records requiring limited knowledge of governmental accounting methods in accordance with established procedures; codes and records transactions to prescribed accounts.
- Composes correspondence including some interpretation and application of established policies and procedures; attends meetings and takes notes; and transcribes written and verbal communication.
- Establishes and maintains complex filing systems; prepares and/or oversees the preparation of records for storage and/or archiving; and maintains correspondence and report files.
- Prepares and/or oversees the processing of supply requisitions, expense accounts, and/or other program or agency documents; maintains cost and/or inventory records.
- Maintains calendars and schedules; coordinates meeting logistics; and arranges travel and accommodations.
- Enters, updates, and/or retrieves information; develops spreadsheets and databases.
- Carries out assigned responsibilities with considerable independence and makes decisions concerning work procedures and processes; however, an administrative supervisor reviews significant departures from established policies or procedures.
- Performs other related work as assigned.

QUALIFICATIONS: Two or more years of experience as an Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency.

OR

Three or more years of experience in office support work; and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.)

SALARY RANGE: \$1,064.00 – \$1,508.00 semi-monthly. (Average semi-monthly salary is \$1064.00)

TO APPLY: If you are interested in applying for this position please submit a completed DSS application (<https://dss.mo.gov/hrc/pdf/mo886-1315.pdf>) and a copy of your official transcripts (if applicable) to **Rebecca Rademan** at Rebecca.Rademan@dss.mo.gov on or before 5pm on **January 2, 2019.**

RECRUITMENT AREA: All qualified applicants.

APPLICATION DEADLINE: Deadline for applications is January 2, 2019.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER