



## JOB ANNOUNCEMENT

### **Administrative Office Support Assistant** **Division Legal Services**

The Division of Legal Services, Document Management Unit, is seeking applications for an Administrative Office Support Assistant positions located in Jefferson City. This is senior-level specialized support, technical and/or administrative work involving a high degree of independent judgment and action. Work involves responsibility for making independent decisions based upon knowledge of agency operations, policies, and procedures as related to the redaction of confidential/sensitive information prior to being distributed to the public. This position is responsible for redacting information in accordance to state statute and internal policies and procedures. Work involves reviewing large amounts of information to determine what information can be released which requires a great amount of detail and discretion. Reports must also be produced on work performed. Experience in ROI (Release of Information) is preferred.

**JOB DUTIES:** Reviewing large amounts of information that is of confidential and/or sensitive nature and determining what information is to be redacted; reviewing incoming request for documents/information; tracking and logging requests; making recommendations to supervisor about information to ensure the scope of the request is being met; providing estimations of the amount of time a request will take; maintaining a log of all information redacted and the legal/policy authority for doing so; maintaining accurate data on the amount of time spent of each request; communicating with supervisor, local offices and other unit staff regarding requests; responding to inquires from the public; researching assigned issues; compiling pertinent data/information; and preparing reports, spreadsheet, and/or databases.

#### **QUALIFICATIONS:**

Possession of a high school diploma, GED certificate, or proof of high school equivalency **AND** one year of experience as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System **or** four years of office or related clerical experience (**NOTE:** Earned credit hours from an accredited college or university may substitute on a year-for-year basis for required experience at a rate of 30 earned credit hours for one year; training from an accredited vocational or business school in Office Management, Secretarial Science, or a related area may substitute on a year-for-year basis for required experience at a rate of 30 earned credit hours/480 clock hours for one year).

**SALARY RANGE:** \$1,157.00 - \$1,194.50, semi-monthly

**TO APPLY:** Please complete the DSS Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>, submit a resume, transcript and cover letter to Sylvia Talley via e-mail at [Sylvia.D.Talley@dss.mo.gov](mailto:Sylvia.D.Talley@dss.mo.gov).

**RECRUITMENT AREA:** Accepting applications from all qualified applicants.

**APPLICATION DEADLINE:** Deadline for applications is November 21, 2018. Applications will be subject to review prior to scheduling interviews.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**