



JOB ANNOUNCEMENT

Administrative Office Support Assistant State Technical Assistance Team (STAT)

The Department of Social Services, State Technical Assistance Team (STAT) in Cole County has an opening for an Administrative Office Support Assistant position. This is senior-level specialized support and technical and/or administrative work involving a high degree of independent judgment and action, and/or supervision of a large office staff engaged in a variety of activities.

JOB DUTIES:

Assist administrators with office and grant budgets, and preparing financial reports for supervision, as necessary.

Maintain understanding of current Child Fatality Review Program and general law enforcement practices. Coordinate with Child Fatality Review Program pathologists, MO Healthnet Division and Division of Finance and Administrative Services regarding processing contracts, addendums, and payments processes related to child autopsies.

Ability to conduct inquiries into Dept. of Social Services and/or Dept. of Health and Senior Services and MULES computer systems for investigative and Child Fatality Review Program purposes, producing summary reports of information obtained, as necessary.

Process required documentation and liaison with other state and/or outside businesses, regarding any office and equipment maintenance issues. Maintain general office files per required Secretary of State retention requirements.

Perform STAT employee timekeeper duties; i.e., entering employee leave per supervisor instruction; working with Budget and Finance payroll staff to verify and resolve leave issues, and upon administrative staff request, produce periodic overtime reports.

Maintain and track office inventory by means of Microsoft Excel database; process new inventory tag receipt, placement and required paperwork documentation by other agencies. Conduct inventory audits, as assigned. Compile and process purchase orders by obtaining bids/quote information, and cross referencing with purchase contracts as needed. Compile and process invoices by ensuring all necessary information and documentation is provided with invoice (as required by Budget and Finance policies and procedures); prepare invoices for management approval levels, ensuring correct coding; preparing file copies and forwarding documentation to Budget and Finance; tracking invoice payments and addressing all additional invoicing issues.

Arrange business travel accommodations (lodging, air transportation, etc.) for staff, as necessary, ensuring compliance with department, state and/or GSA travel policies and procedures. Compile information and complete Out-of-State Travel Authorizations for supervisory approval, as necessary.

Assist with training(s)/meeting(s) logistics and equipment requirements as needed.

Prepare and/or process forms (print requisitions, work orders, expense reports, vehicle expense reports, etc.) and other correspondence for supervisory signature.

Maintain Missouri Uniform Law Enforcement System (MULES) Level III Operator status by successfully passing bi-annual recertification. Access MULES system and conduct inquiries and/or create messages, as necessary for law enforcement investigative and/or training purposes, as needed.

Recommend general office operational policies and procedures as needed to enhance efficiency and effectiveness.

Other duties as assigned.

QUALIFICATIONS:

One or more years of experience as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or GED certificate.

OR

Four or more years of office or related clerical experience; and possession of a high school diploma or GED certificate.

(Training from an accredited vocational or business school in Office Management, Secretarial Science, or a closely related field may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours, or 480 clock hours, for one year.)

(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: \$1,157.00 - \$1,317.00, semi-monthly

TO APPLY: Please complete the DSS Application <https://dss.mo.gov/hrc/pdf/mo886-1315.pdf> submit a resume, transcript and cover letter to Sylvia.D.Talley@dss.mo.gov

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is December 28, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER