



## CAREER OPPORTUNITY

### DIVISION OF LEGAL SERVICES ADMINISTRATIVE ASSISTANT

Recruiting for an Administrative Assistant with the Department of Social Services, Division of Legal Services (DLS) in the Administrative Hearings Section in Jefferson City, Missouri. The successful candidate must be able to work with a high degree of accuracy and independent judgment, be flexible, ability to meet tight deadlines and juggle multiple priorities, great organizational skills, and maintain high attendance.

The individual in this position will provide administrative support for the Chief Counsel-Administrative Hearings.

#### JOB DUTIES:

- Ensure efficient and professional operation of office; exercise discretion and diplomacy at all times and make administrative decisions on behalf of the Chief Counsel;
- Draft and type correspondence on wide range of subjects requiring a thorough knowledge of applicable programs, procedures or policies for Chief Counsel review and signature;
- Ensure effective time management and scheduling of the Chief Counsel's calendar;
- Screen and direct calls and visitors to services or answer questions as appropriate;
- Perform administrative duties for the Chief Counsel including scheduling and planning meetings and conference calls; review and prioritize incoming mail, correspondence and reports;
- Oversee the tracking of hearing notices;
- Processes all appeals to the Circuit Court;
- Prepare monthly budget and statistical reports;
- Make travel arrangements with accuracy and within established timeframes;
- Provide supervision over a medium office support group and;
- Other administrative duties as assigned.

**QUALIFICATIONS:** Four or more years of office or related administrative experience, including at least two years of supervisory and advance administrative duties. Interested candidates should possess comprehensive knowledge of office practices, procedures, systems and equipment. Interested candidates must possess comprehensive knowledge of business grammar, composition and spelling, and computer information systems and software. Interested candidates must possess the ability to make independent decisions based upon knowledge of agency operations, policies and procedures. Interested candidates must have the ability to maintain a high level of discretion in dealing with sensitive/confidential information, work independently, and exercise sound judgment. Interested candidates must have the ability to communicate effectively and establish and maintain effective working relationships with co-workers and the public.

**Semi-monthly Salary:** \$1319.50

**To Apply:** The deadline to apply is September 26, 2018. Please complete the DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>, submit a cover letter, detailed resume, and a list of references to:

Department of Social Services  
Division of Legal Services  
ATTN: Barbara Tomblinson  
PO Box 1527  
Jefferson City, MO 65102-1527  
Or Email: [Barbara.Tomblinson@dss.mo.gov](mailto:Barbara.Tomblinson@dss.mo.gov)

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**