



JOB ANNOUNCEMENT

**Administrative Office Support Assistant
Family Support Division/Greene County
September 7, 2018**

The Family Support Division (FSD) is seeking candidates for the position of Administrative Office Support Assistant for the Medical Review Team (MRT) Unit. This position is based in Greene County located at 101 park Central Square, Springfield, MO 65806.

JOB DUTIES: This is senior-level administrative work involving a high degree of independent judgment, decisions and action. Duties include, but are not limited to:

- Serves as an office manager directing a variety of support functions or services; plans, assigns, directs, and coordinates the activities of a large office staff directly or through supervisors; and exercises delegated authority in the selection, training, assignment, and evaluation of employees.
- Performs independent functions requiring the application of technical expertise or specialized program knowledge, organizes and implements program activities, and confers with management regarding program status and issues.
- Provides complex administrative assistance for an agency official, represents the supervisor at staff or other meetings, recognizes manager's and staff priorities, and schedules meetings and coordinates logistical arrangements for program, agency, or inter-agency efforts.
- Oversees and ensures the accurate and timely preparation, review, posting, and processing of a variety of fiscal, payroll, personnel, purchasing, and/or related documents.
- Recommends changes in operational policies and procedures for approval by the supervisor, prepares and communicates instructions and directives regarding changes and clarification of policy, and ensures policies and procedures are properly implemented in the unit or section supervised.
- Tracks and monitors assigned operating unit budgets and spending plans; researches and/or collects, assembles, and summarizes financial and statistical information.
- Composes or drafts correspondence involving the interpretation of agency rules, regulations, and program responsibility.
- Responds to inquiries from state officials, customers, vendors, and the public regarding agency matters; investigates and recommends corrective action to resolve customer complaints.
- Researches assigned issues, compiles pertinent program or fiscal information, and prepares complex ad hoc reports, spreadsheets, and/or databases.
- Exercises independence in decision making based upon knowledge of agency operations, policies, and procedures; receives general supervision from an administrative supervisor who makes assignments based on desired objectives and reviews work for achievement of results.
- Performs other related work as assigned.

QUALIFICATIONS: One or more years of clerical support 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 including one year at the advanced clerical level (comparable to Senior Office Support Assistant) or two years above the entry level (comparable to Office Support Assistant); 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 area 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: Semi-monthly salary range \$1157.00 - \$1596.00.

TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position must fill out and send the [DSS Employment Application](#), resume and any applicable transcripts by fax or email to Jeremy Wilkerson at (573) 751-4723 or Jeremy.Wilkerson@dss.mo.gov. When sending your completed documents to Mr. Wilkerson; please specify which position and county you are applying for.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: September 21, 2018 by 5:00 p. m.

All applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER