



JOB ANNOUNCEMENT

**Office Support Assistant
Family Support Division, Child Support
November 19, 2018**

The Family Support Division is seeking applications for the position of Office Support Assistant in the Jefferson County/Hillsboro Child Support Office located at 10325 Business 21, STE 110, Hillsboro, MO 63050-3587.

JOB DUTIES: This position will perform the following duties, but not limited to;

- Type, utilizing a keyboard, and edit a variety of material, frequently involving technical or specialized terminology; transcribe from dictating equipment.
- Review documents for accuracy, completeness and compliance.
- Compose routine correspondence; proofread and/or finalize letters, memorandums, reports or other documents for approval and/or signature.
- Establish and maintain filing systems; prepare records for storage and/or archiving. Prepare purchase and supply requisitions, personnel and/or payroll records, time and leave records, expense accounts, or other program or agency documents; arrange travel and accommodations; maintain equipment and supply inventory.
- Process and distribute mail according to established procedures; prepare material for mailing utilizing automated equipment when applicable.
- Serve as receptionist or information clerk; determine purpose of contact; provide general information and assist in preparation of forms if needed; direct individuals to proper destination; receive and distribute messages, and schedule and/or arrange appointments as necessary.
- Prepare and summarize data or reports from a variety of sources in accordance with specific instructions or procedures.
- Enter and update information in automated systems; develop routine spreadsheets and databases; utilize various software packages in the performance of duties.
- Operate standard office equipment.
- Serves as a lead worker providing guidance, direction and training to other clerical employees; reviews work for accuracy, timeliness, and compliance with instruction and procedures.
- Receives general supervision from a designated administrative supervisor, carries out assigned responsibilities independently within established guidelines.
- Performs other related work as assigned.

QUALIFICATIONS: Six or more months of experience in clerical or general office support work; and possession of a high school diploma or GED.

(Training from an accredited vocational or business school in Office Management, Secretarial Science or a closely related area may substitute on a month-for-month basis for the required experience at a rate of 3 earned credit hours, or 40 clock hours, for one month.)

(Earned credit hours from an accredited college or university may substitute on a month-for-month basis for the required experience at a rate of 3 earned credit hours for one month.)

SALARY RANGE: \$958.00 – \$984.50.00 semi-monthly

TO APPLY: TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position must fill out the DSS application (<https://dss.mo.gov/hrc/pdf/mo886-1315.pdf>), resume and any applicable transcripts by email or fax to Jonni Clark at (573) 751-4723 or Jonni.Clark@dss.mo.gov . When emailing your application to Ms. Clark, please specify which position and county you are applying for.

****Per provisions of the Americans with Disabilities Act, if you need assistance or special accommodations to participate in an interview, inform our office at the time you are called if selected for an interview.**

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: December 5th, 2018 at 5:00 p.m.

Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER