



JOB ANNOUNCEMENT

**Rehabilitation Assistant
Family Support Division
Rehabilitation Services for the Blind (Cole County)
December 18, 2018**

The Family Support Division, Rehabilitation Services for the Blind (RSB), is seeking applications for a Rehabilitation Assistant position within the Jefferson City State Office. This position is based in Cole County Central Office and is located at 615 Howerton Court, Jefferson City, Missouri, 65102.

JOB DUTIES: This is paraprofessional work assisting professional staff in the delivery of services to clients of the Family Support Division, Rehabilitation Services for the Blind. Duties include, but are not limited to:

- Maintain, with considerable independence, office processes and activities in accordance with agency policies and rules.
- Opens, develops and maintains client case records in order to document and verify case expenditures.
- Review all client invoices for accuracy to ensure compliance with Rehabilitation Services for the Blind.
- Resolve any billing problems to insure accurate payment to vendors.
- Complete all required processing of client invoices.
- Enter invoice payments in the client database in order to accurately track expenditures.
- Maintain complex filing system and prepare records for archiving.
- Provide assistance with updating vendor and service information in the client database.
- Performs other related work as assigned.

QUALIFICATIONS: Applicants must meet **one** of the following eligibility requirements:

(The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

Three or more years of office experience, above the entry level, in office management practices and procedures including keyboarding, frequent public contacts, processing invoices, or rehabilitation services.

(Earned credit hours from an accredited college or university including coursework in Psychology, Sociology, Social Work, Special Education, Business Administration, or Business Management 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 \$1097.50 - \$1507.50

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.**

If you have questions regarding this position, please contact **Devora Longan** at **573-751-4805**.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is **January 4th, 2018 at 5:00 p. m.**

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

DSS IS AN EQUAL OPPORTUNITY EMPLOYER