



JOB ANNOUNCEMENT

**Senior Office Support Assistant
Family Support Division, Cole County
September 11, 2018**

The Family Support Division is seeking applications for the position of a Senior Office Support Assistant in the Cole County/Jefferson City Call Center located at 2023 St. Mary's Blvd., Jefferson City, MO 65109.

JOB DUTIES:

- Type, utilizing a computer keyboard and word processing software, and edit a variety of material, frequently involving technical or specialized terminology; transcribe from dictating equipment.
- Maintain, with relative independence, a significant phase or segment of a clerical process or office activity and make frequent decisions in accordance with agency policies, rules or procedures.
- Plan and assign the work of staff performing clerical and other support tasks; organize and coordinate work flow; establish priorities and deadlines; review work for accuracy, timeliness, and conformance with procedures and processes.
- Supervise, train employees, mentor and advise staff on work issues; evaluate employees' performance; recommend or implements disciplinary/corrective action; approve and monitor leave.
- Maintain fiscal records requiring limited knowledge of governmental accounting methods in accordance with established procedures; codes and records transactions to prescribed accounts.
- Supervise and/or participate in the preparation of standardized reports; assist in the preparation of complex ad hoc reports.
- Obtain quotations and bids for commodities, equipment and services; initiate or supervise, within defined limits, the processing of requisitions and purchase orders.
- Review documents for accuracy, completeness and compliance.
- Compose correspondence involving some interpretation and application of established policies and procedures; maintain correspondence, case and report files.
- Establish and maintain complex filing systems; prepare and/or oversee the preparation of records for storage and/or archiving.
- Prepare and/or supervise the processing of purchase and supply requisitions, personnel and/or payroll records, time and leave records, expense accounts, budget allocations or other program or agency documents; arrange travel and accommodations; maintain cost and/or inventory records.
- Perform, review, and verify complex computations involving the application of rules and regulations.
- Enter, update, and/or retrieve information in automated systems; develop spreadsheets and databases; utilize various software packages in the performance of duties.
- Performs general office duties such as data entry and answering switchboard.

QUALIFICATIONS: Two or more years of clerical support experience as an Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or GED certificate.

OR

Three or more years of experience in clerical or general office support work; and possession of a high school diploma or a 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 \$1,064.00 - \$1,508.00

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 25, 2018 at 5:00 p.m.

Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER