



JOB ANNOUNCEMENT

**Senior Office Support Assistant
Family Support Division, St. Charles County
December 4, 2018**

The Family Support Division is seeking applications for the position of a Senior Office Support Assistant in the St. Charles Resource Center located at 3737 Harry S Truman Blvd, St. Charles, MO 63301.

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 \$1064.00 - \$1429.50

TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position must submit 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 candidates.

APPLICATION DEADLINE: December 18, 2018 at 5:00 p.m.

Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER