



## JOB ANNOUNCEMENT

### Senior Office Support Assistant December 21, 2018

The **MO HealthNet Division (MHD)** is seeking applications for the position of **Senior Office Support Assistant** located in Cole County in the **Institutional Reimbursement Unit**.

**JOB DUTIES:** The general duties of this position include: Type, proofread, copy, fax, file and mail various types of documents for MHD following established guidelines and Division wide policies; answer telephone calls for the Unit which requires being able to take accurate and detailed messages and the ability to determine the nature of the call and transfer to the appropriate person; create and maintain highly specialized logs which requires excellent data entry skills; compile and maintain a desk manual; maintain the unit's filing system so that records are easily located and archive records when appropriate; complete large mailings by merging letters using Microsoft Word and Microsoft Excel; ensure mailings are complete and within timeframes; attend and document any meeting as requested by management staff; organize and setup for assigned meetings which includes sending out meeting notices, posting open meeting notices, taking and preparing meeting minutes, making catering arrangements within the Department/Division guidelines, and copying and compiling the meeting materials; utilize specialized work flows to assign and track various projects that come into the unit which include pending correspondence, or a multitude of other projects; update resource materials; coordinate outlook calendars for assigned staff and set up meetings as needed which includes monitoring room calendars to assure the required equipment is available for meetings; prepare internal requests as needed; format and process pends through the Workflow system; and processing interim payments, cost reports payout/recoupment reports, routing documents, maintain unit supplies and any additional duties as requested or assigned by supervisor.

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

OR

Three or more years of experience in office support work; and possession of a high school diploma or proof of high school equivalency.

*(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:** \$1,093.17 (For current DSS employees, current salary will increase at least one step if receive a promotional appointment.)

**TO APPLY:** Submit a completed [DSS application](#), cover letter and resume to Gail Luecke at [Gail.A.Luecke@dss.mo.gov](mailto:Gail.A.Luecke@dss.mo.gov)

**RECRUITMENT AREA:** Accepting applications from all qualified applicants

**APPLICATION DEADLINE:** January 9, 2019

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**