



CAREER OPPORTUNITY

Executive I Division of Legal Services (DLS) Jefferson City, Missouri

This is a senior-level specialized support position in the procurement field involving a high degree of independent judgment.

DUTIES:

This position provides support to the Executive Assistant for the Director of Legal Services in the processing of all payment requests and invoices; establishes new accounts for services for the division; maintains accounts payable and expense account files for each fiscal year; reviews all expense account reimbursement requests; monitors and oversees DLS fleet; oversees the office supply requests for DLS; maintains accurate files and ensures timeframes are met on all contracts; handles the telephone billing for all of DLS; serves as Safety Coordinator; tracks and maintains inventory relating to DLS central office; works with surplus and the warehouse regarding furniture and equipment requests; works closely with the Travel Unit on travel arrangements within the division.

SALARY RANGE: \$1,274 - \$1,434, semi-monthly - commensurate with experience

MINIMUM QUALIFICATIONS: A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Public or Business Administration, or a closely related field. **OR** Four or more years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas, including two or more years in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I); **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 a maximum of two years of the required general experience at a rate of 30 earned credit hours for one year. An additional 30 earned credit hours from an accredited college or university may substitute for a maximum of one year of the required specialized experience.)

TO APPLY: On or before **July 12, 2018**, submit a cover letter, resume, DSS Application for Employment <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> and, if substituting earned credit hours for experience, a transcript to Sylvia.D.Talley@dss.mo.gov

DSS IS AN EQUAL OPPORTUNITY EMPLOYER