



CAREER OPPORTUNITY

DIVISION OF LEGAL SERVICES ADMINISTRATIVE ASSISTANT

The Missouri Department of Social Services, Division of Legal Services, is searching for an Administrative Assistant in its Litigation Section in Jefferson City. This position requires excellent communication and organizational skills, the ability to successfully manage multiple assignments, the ability to establish and maintain partnerships and working relationships with other professionals, ability to work in a very fast-paced environment, detail-oriented, good use of independent judgment, and exhibiting expertise in handling matters that are confidential in nature. This position is unclassified and does not fall under provisions of the State Merit System.

Duties: The ideal candidate will provide administrative support to the Executive Assistant, General Counsel and managing attorneys; training and supervision over support staff in the Jefferson City office; maintaining calendars and scheduling meetings; making travel arrangements; maintaining a filing system of legal documents with court systems throughout the state; handling referrals to other state agencies; archiving; preparing subpoenas; assist in planning and coordinating CLE programs for the division; updating and maintaining Litigation Unit's processes manual, and submitting work products in an accurate, timely, professional and confidential manner.

Qualifications: Five or more years of office or related administrative experience. Interested candidates should possess comprehensive knowledge of office practices, procedures, systems and equipment; business grammar, composition and spelling; and computer information systems and software. Experience in the legal field and paralegal certification preferred. Occasional overnight travel is required.

Semi-monthly Salary Range: \$1490.50 - \$1599.50

To Apply: The deadline to apply is July 18, 2018. Please complete the DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>, submit a cover letter, detailed resume, and a list of references to:

Department of Social Services
Division of Legal Services
ATTN: Barbara Tomblinson
PO Box 1527
Jefferson City, MO 65102-1527
Or Email: Barbara.Tomblinson@dss.mo.gov

APPLICATIONS WILL REMAIN CONFIDENTIAL

DSS IS AN EQUAL OPPORTUNITY EMPLOYER