



JOB ANNOUNCEMENT

**Office Support Assistant
Family Support Division, Child Support- Cole County
May 16, 2018**

The Family Support Division is seeking applications for the position of Office Support Assistant in the Cole County/Jefferson City Child Support Office located at 205 Jefferson St, 1st Floor, Jefferson City, MO 65101.

JOB DUTIES: This position will perform the following duties, but not limited to;

- Type, utilizing a keyboard, and edit a variety of material, frequently involving technical or specialized terminology; transcribe from dictating equipment.
- Review documents for accuracy, completeness and compliance.
- Compose routine correspondence; proofread and/or finalize letters, memorandums, reports or other documents for approval and/or signature.
- Establish and maintain filing systems; prepare records for storage and/or archiving. Prepare purchase and supply requisitions, personnel and/or payroll records, time and leave records, expense accounts, or other program or agency documents; arrange travel and accommodations; maintain equipment and supply inventory.
- Process and distribute mail according to established procedures; prepare material for mailing utilizing automated equipment when applicable.
- Serve as receptionist or information clerk; determine purpose of contact; provide general information and assist in preparation of forms if needed; direct individuals to proper destination; receive and distribute messages, and schedule and/or arrange appointments as necessary.
- Prepare and summarize data or reports from a variety of sources in accordance with specific instructions or procedures.
- Enter and update information in automated systems; develop routine spreadsheets and databases; utilize various software packages in the performance of duties.
- Operate standard office equipment.
- Serve as a lead worker or supervisor providing guidance, direction and training to a small group of clerical employees; review work for accuracy, timeliness and compliance with instructions and procedures; evaluate employee performance as assigned.

QUALIFICATIONS: Six or more months of experience in clerical or general office support work; and possession of a high school diploma or GED.

(Training from an accredited vocational or business school in Office Management, Secretarial Science or a closely related area may substitute on a month-for-month basis for the required experience at a rate of 3 earned credit hours, or 40 clock hours, for one month.)

(Earned credit hours from an accredited college or university may substitute on a month-for-month basis for the required experience at a rate of 3 earned credit hours for one month.)

SALARY RANGE: \$958.00 – \$1271.00 semi-monthly

TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position **must update the on-line application** at www.ease.mo.gov, then print and fax or email that application along with any applicable transcript(s) to Jonni Clark at (573) 751-4723 or Jonni.clark@dss.mo.gov. Even if you are already on the register and/or have applied on-line, a printed application and any applicable transcript(s) must be sent to Jonni Clark. When emailing your application to Ms. Clark; please specify which position and county you are applying for.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: May 31st, 2018 at 5:00 p.m.

Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER