



JOB ANNOUNCEMENT

Senior Office Support Assistant Position Division of Legal Services

The Division of Legal Services is seeking applications for the position of Senior Office Support Assistant in St Louis County (Jennings). This is senior-level office support work requiring independent work decisions for complex clerical functions or processes, involving familiarity of specialized terminology and/or software.

JOB DUTIES INCLUDE:

Maintains, with relative independence, a significant phase or segment of a clerical process or office activity and makes frequent decisions in accordance with agency policies, rules, or procedures. Types and edits a variety of material, which may contain technical or specialized terminology. Reviews documents for accuracy, completeness, and compliance with established policies and procedures. Composes correspondence including some interpretation and application of established policies and procedures; Attend meetings and take notes. Establishes and maintains complex filing systems; prepares and/or oversees the preparation of records for storage and/or archiving; and maintains correspondence and report files. Prepares and/or oversees the processing of supply requisitions, expense accounts, and/or other program or agency documents; maintains cost and/or inventory records. Maintains calendars and schedules; coordinates meeting logistics; and arranges travel and accommodations. Performs, reviews, and verifies complex computations involving the application of rules and regulations. Enters, updates, and/or retrieves information; develops spreadsheets and databases. Carries out assigned responsibilities with considerable independence and makes decisions concerning work procedures and processes; however, an administrative supervisor reviews significant departures from established policies or procedures. Performs other related work as assigned.

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

SALARY RANGE: \$1064 - \$1097.50 semi-monthly

TO APPLY: Please send your completed DSS Application <https://dss.mo.gov/hrc/pdf/MO886-1315.pdf>, resume, cover letter and transcripts to Sylvia.D.Talley@dss.mo.gov

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is May 31, 2018. Applications will be subject to review prior to scheduling interviews.