

Opening Date: August 31, 2023

Closing Date: Open Until Filled

**CAREER OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL**

TITLE: Administrative Support Assistant (District Clerk)

LOCATION: Springfield District Office
505 E. Walnut St. – Lower Level
Springfield, MO 65806

SALARY: \$1,525.13 semi-monthly / \$36,603.12 annually

EXAMPLES OF WORK PERFORMED: This position works under the direct supervision of the Springfield District Supervisor performing district clerk duties. Work schedule is Monday through Friday, 8:00 a.m. to 4:30 p.m.

District clerk duties include, but are not limited to: answering/assisting/directing phone calls received on the main phone line, assisting walk-in customers at the reception window, opening, logging and distributing daily mail, ensure outgoing mail is processed/ready for pickup daily, running MULES checks and debt checks on applicants for Missouri liquor licenses; preparing daily transmittals, maintaining district enforcement records and copying/distributing/filing as necessary, notarize signatures on application documents as needed, and assisting with other duties as assigned.

QUALIFICATIONS:

- Possess a high school diploma or GED certificate;
- Be a United States citizen and taxpaying resident of Missouri at the time of hire;
- One year of experience in clerical or related office work with use of modern office practices, software, and equipment required;
- Ability to accurately and efficiently type and enter data;
- Customer service experience and/or experience working with a licensing agency preferred but not required; and
- Must be Missouri Uniform Law Enforcement System (M.U.L.E.S) certified, or able to obtain certification within one (1) year.
- Ability to obtain a notary certification within (6) months from the time of hire.
- Ability to pass pre-employment screenings, including but not limited, minimum qualifications, oral interview, criminal record check, background investigation, and drug screening.

APPLICATION PROCEDURE: Individuals who wish to be considered for this position must complete a State of Missouri Application on the MO Careers website, <https://mocareers.mo.gov/hiretrue/ce3/job-board/5effe9b2-4b89-494b-ac76-c45e25190768/d07e47e8-6a3e-414c-a57f-8d31dc177bc3?jb=true>.

Interviews with qualified applicants will be scheduled on an ongoing basis until the position is filled.

EQUAL OPPORTUNITY STATEMENT: The Division of Alcohol and Tobacco Control is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.