

Opening Date: February 15, 2024

Closing Date: Open until filled

CAREER OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Administrative Support Assistant

LOCATION: Missouri Division of Alcohol and Tobacco Control
1738 East Elm Street, Lower Level
Jefferson City, MO 65101
(573) 751-4092

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

DESCRIPTION: This is a senior-level clerical position responsible for excise tax collection and liquor license application work.

EXAMPLES OF WORK: Performs independent functions requiring the application of expertise relating to collecting and reconciling excise tax insuring proper compliance with Missouri laws. Performs clerical functions in the examination of financial data to determine accuracy and identifies discrepancies. Generates and compiles routine financial reports. Exercises independent judgment and action in the performance of duties under general supervision of the compliance leader. Participates in field audits performing inventory counts. Completes violation reports when necessary. Assists with processing new and renewed liquor license applications. Researches documents to ensure the product registration requirements are fulfilled and properly processed as set out by the rules and regulations. Ability to establish and maintain effective working relationships with co-workers and licensees. Performs other duties as assigned.

QUALIFICATIONS: The applicant must possess one year of experience in clerical or related office work, proficient in the use of modern office practices, procedures and computer software and equipment, which required the use of mathematical computation. Proficient in Microsoft Word and Excel. Skilled in data entry and written and oral communication. Must possess a high school diploma or a GED certificate.

APPLICATION PROCEDURE: Individuals who wish to be considered for this position must complete a State of Missouri Application on the MO Careers website. Completed applications with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc., must be completed online through the MO Careers website and can be accessed via <https://mocreers.mo.gov/hiretrue/ce3/job-board/5effe9b2-4b89-494b-ac76-c45e25190768/1018571c-614f-43e2-bc10-778a7bef0844?jb=1>. This position is open until 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.