

Opening Date: April 13, 2021

Closing Date: April 27, 2021

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

STARTING SALARY: \$30,088

DESCRIPTION: This is a senior-level clerical position with specialized work involving registration of intoxicating liquor brand labels, and liquor license data entry and processing. This position works under the direct supervision of the Licensing and Compliance Supervisor and offers an in-office work schedule of Monday through Friday, 8:00 a.m. to 4:30 p.m.

EXAMPLES OF WORK: Examines, processes and researches documents to ensure the product registration requirements are fulfilled and properly processed as set out by the rules and regulations. Exercises independent judgment and discretion within the limits of established policies and procedures; receives general administrative direction from compliance supervisor. Assists with processing new and renewed liquor license applications, and enters and updates data in electronic system. Participates in field audits performing inventory counts. Completes violation reports when necessary. 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, and proficient in the use of modern office practices, procedures and computer software and equipment. 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 filled out and submitted by **Tuesday, April 27, 2021, at 11:59 P.M., Central Standard Time**. The MO Careers website can be accessed via <https://mocreers.mo.gov/hiretrue/mo/mocreers/index.html>.

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.