

Opening Date: June 1, 2018

Closing Date: June 18, 2018

JOB OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Executive I

LOCATION: Missouri Division of Alcohol and Tobacco Control – Jefferson City, Missouri

SALARY: Range \$30,576-\$42,780, dependent on experience/education

Work Performed: Works under the direct supervision of the State Supervisor. An employee of this class performs varied and specialized duties related to personnel as well as serves as the executive assistant to the leadership staff. This employee is also responsible for all preparation, scheduling and tracking of the entire informal conference process. The employee must exercise independent judgment, confidentiality and discretion in contact with state personnel, co-workers and the public in applying established rules and policies to personnel issues, legislative processes, and general executive assistant duties. Knowledge of SAMII Financial processes also beneficial.

Essential Knowledge, Skills and Abilities:

Knowledge of the principles of public personnel administration and the SAMII transaction process. Knowledge of governmental organization and types and content of a wide variety of positions common to state agencies. Some knowledge of applicable statistical concepts and methods. Ability to present ideas in an effective manner verbally and in writing. High level of independent thought and processing. Attention to detail is a must. Ability to work independently with limited supervision is required. Ability to establish and maintain effective working relationships with Division supervisors, employees and the public. Good working knowledge of Microsoft Word, Excel and Access software. This position is a vital component of the entire organization as this individual must have the ability to work with a great deal of autonomy, maintain a high level of confidentiality and be able to work integrally in a team environment.

Examples of Work: Provide executive assistant level assistance to the State Supervisor as well as the administrative and enforcement divisions as needed. Schedule and prepare informal conferences and distributes accordingly. Prepare and send Violation Orders concerning the Supervisor's decision regarding licensee violations. Prepare a docket and keep the docket updated and posted appropriately. Communicate with the Attorney General's office regarding appealed cases. Process civil penalty payments received because of the Orders. Perform other work as assigned. Provide backup support for the Receptionist duties. Design and/or conduct orientation classes for new employees and disseminate information regarding the employee benefit package, including group hospitalization-medical plan, life insurance, retirement, leave, etc. Ability to compute gross pay; record payroll deductions; record change in payroll exemptions; perform timekeeping duties and prepare payroll requisitions; ability to track overtime for various different projects and prepare grant reimbursement data; have a good working knowledge of FLSA rules; keep supervisors apprised when employees are eligible for probationary/within grade pay increases. Maintain personnel files and records. Counsel employees in respect to benefits; complete required documentation. Serve as the liaison between the agency and the Division of Personnel, Mosers, MCHCP, and other Personnel Contacts. Participate in administration of the Worker's Compensation law, Fair Labor Standards law and other laws affecting the workforce. Prepare detailed personnel reports as requested. Keep accurate track of the Personal Service appropriation and the financial standing at any given time. Attend meetings, seminars, conferences and training programs pertaining to personnel administration.

Education and Experience: Two or more years of Senior clerical and/or office experience in personnel administration or four or more years of complex office experience, preferably in personnel, payroll and human resources. Possession of a high school diploma or GED certificate. Earned credit hours from an accredited college or university will be considered as a substitute for experience.

APPLICATION PROCEDURE: Applications can be obtained by going to <http://www.atc.dps.mo.gov>. Select the Employment link at the bottom of the home page and click on Employment Application. Completed applications, along with any supporting documentation, are to be returned to the Division of Alcohol and Tobacco Control, 1738 E. Elm Street, Lower Level, P.O. Box 837, Jefferson City, MO 65102, by close of business on June 18, 2018.

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.