

Opening Date: January 13, 2020

Closing Date: Open until filled

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

TITLE: Office Support Assistant (Part-Time - 20 hours a week)

LOCATION: St. Louis District Office

South Service Center
7545 S. Lindbergh, Suite 150
St. Louis, MO 63125

SALARY: \$16.24 per hour (1000 hours maximum per year)

EXAMPLES OF WORK PERFORMED: Works under the direct supervision of the District Supervisor. Answers the main phone line and is able to assist with licensing questions and transfer calls as needed. Prepares daily transmittals, including running wants and warrants checks and debtor retailer system checks on applicants for Missouri liquor licenses. Responsible for opening and distributing daily mail along with seeing that daily mail gets processed for pickup. Maintains district enforcement records, copying, distributing, and filing as necessary. Enter summonses in the AS400 database for timely filing of the UCR report. Assists with other duties as assigned. Preferred schedule is four hours per day, Monday through Friday, with some flexibility in work hours.

QUALIFICATIONS: One year of experience in clerical or related office work; proficient in the use of modern office practices, software, procedures and computer equipment; skilled in typing and data entry; responsible public contact work or work which affords a knowledge of a licensing agency; and, graduation from a standard high school or possession of a GED certificate. Must be Missouri Uniform Law Enforcement System (M.U.L.E.S) certified or able to obtain certification within one (1) year from the date of hire (the agency will arrange for this training). Ability to pass a background investigation and drug screening.

APPLICATION PROCEDURE: Individuals who wish to be considered for this position must complete a Department of Public Safety Application for Employment. [Applications](#) can be obtained at <http://www.atc.dps.mo.gov/>. Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc., can be submitted via email to: Melinda.McDonald@dps.mo.gov, or by mail to: Division of Alcohol and Tobacco Control, Attention: Melinda McDonald, 1738 E. Elm Street, Lower Level, Jefferson City, MO 65101.

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.