

Opening Date: February 21, 2020

Closing Date: March 5, 2020

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

TITLE: Senior Office Support Assistant

LOCATION: Missouri Division of Alcohol and Tobacco Control
505 E. Walnut St. – Lower Level
Springfield, MO 65806

SALARY: \$1,253.69 semi-monthly / \$30,088.56 annually

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. Work schedule is Monday through Friday, 8:00 a.m. to 4:30 p.m.

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; professional work with the public and/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.

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 Thursday, March 5, 2020, 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.