

Opening Date: August 13, 2018

Closing Date: September 7, 2018

JOB OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Senior Office Support Assistant - Keyboarding

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

STARTING SALARY RANGE: \$28,056

DESCRIPTION: This is a senior-level clerical support work maintaining financial documents, records and reports. This is specialized work involving responsibility for complex clerical functions and processing of excise tax collections, liquor license applications and product registrations. This position works under the direct supervision of the Licensing Manager and offers a work schedule of Monday through Friday, 8:00 a.m. to 4:30 p.m.

EXAMPLES OF WORK: Works daily on an electronic computer system insuring proper compliance with Missouri laws. Performs clerical functions in the preparation, maintenance, recording, and examination of financial data. Reviews financial documents to determine accuracy of figures and mathematical computations; identifies discrepancies and takes authorized corrective action. Generates and compiles routine financial reports; maintains financial files. Exercises judgment and discretion within the limits of established policies and procedures; receives general administrative direction. Assists with processing new and renewed liquor license applications, enter and update data in electronic system. Examine, process and research 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 staff associates and licensees. Assists at front desk on a rotating basis answering calls, taking messages and greeting visitors. Perform other duties as assigned.

QUALIFICATIONS: One year of experience in clerical or related office work, which required the use of mathematical computation; proficient in the use of modern office practices, procedures and computer software and equipment; skilled in typing and data entry; responsible public contact work or work which affords knowledge of alcohol beverage industry; and possession of a high school diploma or a GED certificate.

OR

Training from an accredited vocational or business school in Office Management, Secretarial Science, or a closely related area may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours, or 480 clock hours, for one year.

Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.

Must be a United States Citizen and taxpaying resident of Missouri three years prior to appointment. Must possess valid Missouri driver's license. Applicant must be able to read and write the English language, and possess ordinary physical strength. Applicant must be able to pass a criminal record check, background check, and a drug test.

APPLICATION PROCEDURE: Applications can be obtained at the Division of Alcohol and Tobacco Control located at 1738 E. Elm Street, Lower Level in Jefferson City. Completed applications, with any supplemental documents, must be returned to Juanita Monteer at the Division of Alcohol and Tobacco Control office in Jefferson City, by close of business on August 24, 2018. You may also download an application by going to <http://www.atc.dps.mo.gov>. Go to Job Openings and click on Employment Application.

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.