

JOB OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL & TOBACCO CONTROL

TITLE: Permanent Part-Time Office Support Assistant

LOCATION: Missouri Division of Alcohol and Tobacco Control
1738 E Elm Street, Lower Level
Jefferson City, MO 65101

SALARY: \$ 19.22 per hour

DESCRIPTION: This is a clerical position with specialized work involving registration of intoxicating liquor brand labels. This is a part-time, non-benefit position (maximum 1,039 hours per year).

EXAMPLES OF WORK PERFORMED: Examine and research documents to ensure all brand registration requirements are fulfilled, as set out by the rules and regulations, and process the registrations. Exercise independent judgment and discretion within the limits of established policies and procedures; receive general administrative direction from compliance supervisor. Ability to establish and maintain effective working relationships with co-workers and licensees. Perform other duties as assigned.

QUALIFICATIONS: Must possess one year of experience in clerical or related office work and be proficient in the use of modern office practices, procedures, and computer equipment and software, such as 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 **Thursday, September 25, 2025, at 11:59 P.M., Central Standard Time**. The MO Careers website can be accessed via <https://mocareers.mo.gov/hiretrue/ce3/job-board/5effe9b2-4b89-494b-ac76-c45e25190768/5b08b67a-d167-459f-ba3e-d618432ba5f8?jb=1>.

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.