

## **OA/Children's Trust Fund Job Opportunity**

<b>Position:</b>	Senior Office Support Assistant
<b>Salary Range:</b>	\$1064.00 - \$1429.50 semi-monthly, salary commensurate with experience
<b>Benefits:</b>	Position receives state benefits including health care, retirement, and vacation
<b>Location:</b>	Harry S Truman Building - Cole County
<b>Application Deadline:</b>	<b>June 27, 2018</b>

### **Job Description**

This position is the primary support staff to the Children's Trust Fund (CTF) staff. Duties include:

- Assist the Executive Director and other staff with general office support, including scheduling meetings, keeping Board files, making copies, and ordering supplies.
- Answer the CTF main phone line and correspond with the general public, grantees, and Board members.
- File meeting notices for the Board and take minutes at all Board and Committee meetings.
- Process and ship literature orders.
- Assist with CTF events.

### **Desired Knowledge, Skills, and Abilities**

- Comprehensive knowledge of office practices, procedures, and equipment.
- Intermediate knowledge of computer information systems and software.
- Introductory knowledge of the principles of office management.
- Ability to apply and interpret agency policies and procedures.
- Ability to review documents for accuracy and completeness.
- Ability to establish and maintain good and effective working relationships with co-workers, state agencies, and the public.
- Ability to complete assignments accurately within specified timeframes.
- Ability to develop and implement procedures from general instructions.
- Ability to write meeting notes.

### **Qualifications**

The following education and experience qualifications are the minimum requirements used to admit or reject applicants for placement on merit system registers. When applicable, equivalent substitutions will be allowed for deficiencies in experience or education.

*Applicants must meet **one** of the following eligibility requirements:*

(The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

Two or more years of experience as an Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency.

**OR**

Three or more years of experience in office support work; and possession of a high school diploma or proof of high school equivalency.

*(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.)*

## **To Apply**

Successful applicants must be on the Merit Register by filling out an EASe application at <https://www.ease.mo.gov> or be appointable under the Merit System for the Senior Office Support Assistant classification.

In addition to the above online application, please submit an introductory cover letter and resume to:

Human Resources Service Center  
P.O. Box 809  
301 W. High St. Suite 430  
Jefferson City, MO 65102

If desirable, applicants can email the above information to [opportunities@oa.mo.gov](mailto:opportunities@oa.mo.gov)

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