

A non-merit Senior Office Support Assistant position in St Louis City is now being filled in the Missouri Department of Labor/Division of Workers' Compensation.

Education & Experience:

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.)

Major Job Components:

- Prepare, monitor, schedule, track, and clear dockets.
- Entering Stipulations.
- Multitasking, including data entry, scanning documents, opening and distributing mail.
- Answering questions regarding workers' compensation claims.
- Customer service relations, including interaction with Judges, Attorneys, office personnel, and general public.
- Multi Line Switchboard.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of office practices, procedures, and equipment.
- Intermediate knowledge of computer information systems and software including word and excel.
- Ability to review documents for accuracy and completeness.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to complete assignments accurately within specified timeframes

Twice-A-Month Salary Range: \$1,064.00

Interested individuals please email a DOLIR employment [application](#) (labor.mo.gov/documents/2396-AI.pdf) and transcript to: humanresources@labor.mo.gov or fax to 573-751-3668 by November 8, 2016.

Inquires may be directed to Jean Padgett at (573) 751-3589 in Human Resources.