



**DEPARTMENT OF  
LABOR**  
& INDUSTRIAL RELATIONS

**HUMAN RESOURCES**

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**MICHAEL L. PARSON**  
GOVERNOR

**ANNA S. HUI**  
DEPARTMENT DIRECTOR

**Administrative Office Support Assistant**

Division of Employment Security/ UI Tax Section  
421 E. Dunklin St., Jefferson City, MO 65101  
Annual Salary: \$26,316 - \$41,736  
Posting Dates: Open Until Filled

**Summary:**

The Department of Labor and Industrial Relations is looking for a reliable applicant who possesses the ability to be well organized, has attention to detail, interpersonal skills, and can manage the role of office manager with administrative functions for the UI Tax Section within the Division of Employment Security. We are looking for an applicant that enjoys working in a team environment, can maintain positive working relationships, and conduct duties with courtesy and respect. Someone that works independently within the scope of assigned duties, accepts and implements feedback with a positive attitude and constructively support open communication, dedication, and compassion. They must be willing to assist team members, accept additional assignments willingly, and maintain a healthy attendance balance.

**Job Duties Include:**

- Answers incoming telephone calls for the UI Tax Section
- Orders supplies, maintains inventory, receives invoices, and prepares vouchers for processing for UI Tax offices.
- Opens, examines and distributes mail to the appropriate unit for processing.
- Maintain a very high level of discretion when dealing with sensitive and confidential information.
- Provides support functions or services for the UI Tax Section staff and supervisors.
- Special assignments for the UI Tax Chief, Deputy Tax Chief, Deputy Division Director and Division Director.
- Provides complex administrative assistance for agency officials, recognizes managers and staff priorities.
- Schedules meetings and coordinates logistical arrangements for UI Tax section.
- Process Information Technology (IT) tickets as issues arise.
- Oversees and ensures the accurate and timely preparation of personnel, purchasing, and related documents.
- Works Independently within the scope of assigned duties.
- Performs other duties as assigned.

**Qualifications, Key Skills, and Knowledge:**

- One or more years of experience as a Senior Office Support Assistant with the State of Missouri OR four or more years of office or related clerical experience; and possession of a high school diploma or proof of high school equivalency.
- Ability to apply and interpret federal, state, and/or agency regulations, policies, and procedures.
- Ability to maintain highly complex records and prepare reports from a variety of information.
- Ability to make independent decisions based upon knowledge of agency operations, policies, and procedures.
- Ability to work independently and maintain confidentiality within the scope of assigned duties.
- Ability to maintain a positive working relationship and conduct duties with courtesy and respect.
- Ability to accept and implement feedback with a positive attitude.
- Ability to constructively support open communication, and accept additional assignments willingly.
- Comprehensive knowledge of office practices, procedures, systems, and equipment.
- Comprehensive knowledge of business math computations, grammar, composition, and spelling.
- Comprehensive knowledge of computer information systems and software.

To apply, please go to: [mocareers.mo.gov](http://mocareers.mo.gov)