Information Support Coordinator
Division Labor Standards / On-Site Consultation Section
3315 Truman Blvd, Jefferson City, MO 65109
Salary Range: $26,316-34,000
Posting Dates: February 24, 2020 – March 13, 2020

Key Responsibilities:
- Receives and answers wage and hour/On-site calls and forwards (if needed) to the appropriate specialist of the day.
- Process applications for consultation service for the Missouri On-site Safety and Health Consultation Program and enters the information into the OSHA Information System (OIS) and Access Data base.
- Scans documents into OIS and emails the information to consultants.
- Contacts and engages with Missouri employers to receive corrections for overdue hazards.
- Enter correction due dates for hazards identified by consultants in OIS.
- Ensures all case file information from consultants is in place.
- Reviews expense reports for errors and tracks expense reports for all consultants.
- Review vehicle logs to ensure reports are correct and collects gas receipts from all consultants.
- Provide procurement with detailed email for a hotel reservation for a consultant.
- Orders administrative and consultant supplies through Missouri Buys.
- Run weekly reports of uncorrected hazards and outstanding written reports to the employer.
- Run performance reports in OIS for consultants and the Program Manager as needed.
- Enter Compliance Assistance activities in OIS.
- Attend conferences and work booths to promote the Missouri On-site Safety and Health Consultation Program.
- Other duties as assigned by the Program Manager.

Qualifications and Key Skills:
- Four or more years of office or related clerical experience, including two or more years of experience above the entry level with primary responsibility for entering/editing information into, and retrieving information from, a networked application and office automation system; and possession of a high school diploma or proof of high school equivalency.
- Comprehensive knowledge and skill in the use of methods and techniques of disseminating information to the public.
- Comprehensive knowledge of public relations techniques and procedures.
- Ability to interpret and explain agency policies, laws, and operations.
- Ability to stimulate public interest and gain support for agency programs.
- Ability to communicate to special interest groups, employee groups, and the general public.

To apply, please go to: mocareers.mo.com