Senior Office Support Assistant – Division of Workers’ Compensation / CARE Unit

Posting Dates: March 11, 2020 – March 17, 2020
Job Posting Number: 119-128
Salary: $31,000 -- $36,000
Job Location: This position will be located at 3315 Truman Blvd, Jefferson City, MO 65109

Why you’ll love this position:
This is senior-level office support work requiring independent work decisions for complex clerical functions or processes, involving familiarity of specialized terminology and/or software.

What you’ll do:
- Retrieve files from a shared network drive from statewide offices and the Division’s electronic file sharing tool (currently Box.com) containing files from external stakeholders.
- Quickly and accurately prepare files to distribute to staff or upload into our content management database.
- Electronically separate Division documents into proper Case files for injured employees.
- Scan paper documents into the Division’s imaging systems. This involves working with time sensitive legal documents, employee benefits and medical reports as well as many forms of case correspondence.
- Review and provide Quality Assurance for externally scanned documents and request rescans as necessary.
- Assist with the documentation, storage, retention and destruction of paper documents.
- Assist in the mailroom by opening, sorting and distributing all mail received to the correct recipient/Unit for timely processing.

All you need for success:
Minimum Qualifications
- Two or more years of experience as an Office Support Assistant with the State of Missouri OR Three or more years of office or related clerical experience; and possession of a high school diploma or proof of high school equivalency.
- Must be proficient in using Microsoft Office (Outlook, Excel, and Word).
- Comprehensive knowledge of office practices, procedures, and equipment.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to complete assignments accurately within specified timeframes.

Preferred Qualifications
- Proficient in using Adobe Acrobat Pro.
- The ability to exercise independent judgment and initiative within established policies, and procedures.
- Highly motivated and the ability to work as part of a diverse team.
- The ability to quickly learn new applications/systems

If you have questions about this position please contact:
humanresources@labor.mo.gov