

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
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**VACANCY NOTICE**

Vacancy Title: Administrative Assistant  
Job Order Number: 11238828  
Domicile Location: St. Louis  
Section/Office: Missouri School for the Blind/ Outreach Services  
Salary: \$26,160.00 annually  
Deadline: June 19, 2015

**EDUCATION REQUIRED/PREFERRED**

- High School diploma or G.E.D. certificate.
- Four or more years of experience successfully performing progressively responsible support tasks.
- Intermediate and/or advanced training in spreadsheet, database, HTML, and word-processing applications preferred.

*(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)*

**PREREQUISITES OF THE JOB:**

- Ability to adjust actions in relation to others' actions and reorganize information to get a better approach to problems or tasks.
- Ability to communicate effectively with others verbally and in writing as indicated by the needs of the audience.
- Ability to manage multiple priorities, one's own time and respond to the timelines of others.
- Ability to listen to what other people are saying and ask questions as appropriate.
- Knowledge of principles and processes involved in business organization, planning, coordination and execution.
- Ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order.

- Ability to establish and maintain positive relationships with coworkers and clients.
- Ability to lift 25lbs (e.g., boxes, materials, equipment).

### **EXAMPLES OF WORK PERFORMED**

Provide support to service operations in addition to traditional clerical duties. Work is often of a highly confidential and sensitive nature. The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.

- Demonstrate proficiency with Microsoft Office Suite of products (i.e., Microsoft Word, Excel, Access, Publisher, Power Point and Outlook).
- Type reports and correspondence. Proofread documents for completeness and accuracy.
- Assist in creation of forms, brochures, newsletters, PowerPoint presentations, flowcharts, organizational charts, data logs and other products.
- Answer phones, route calls appropriately or take messages and provide technical support to callers.
- Maintain office supplies, inventory and equipment. Train staff on procedures and/or equipment.
- Provide assistance in preparation for and at conferences and/or workshop including registration, assembly and dissemination of materials.
- Coordinate printing of materials with State Printing Office.
- Assist in coordinating workflow of office paperwork and receiving, opening and distributing mail. Maintain availability of necessary postage (e.g., stamps). Assume responsibility for/coordinate assembly, shipping and mailing of materials.
- Research, compile, create and/or assemble and copy informational, statistical and other reports/documents for review teams, coordinator review and/or in preparation for mailings. File documents to retrieve at a later date.
- Other duties as assigned.

### **APPLICATION PROCEDURE**

Complete a DESE application online at <http://msb.dese.mo.gov/documents/msb-employment-application.pdf> . Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

**NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure**

**to include transcripts (when required for the position) with your application will eliminate the application from the review process.**

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

### **BENEFITS (FOR A FULL-TIME POSITION)**

**ANNUAL LEAVE:** Accrue 10 hours per month for new full-time employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

**SICK LEAVE:** Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

**HOLIDAYS:** 12 holidays per year.

**RETIREMENT:** Coverage provided through the Missouri State Employees Retirement System (MOSERS).

**LIFE INSURANCE:** Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

**OPTIONAL LIFE INSURANCE:** Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

**CAFETERIA PLAN:** Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

**HEALTH PLANS:** Employer-paid/subsidized plans available the first day of the following month after employment.

**DENTAL PLANS:** Delta Dental insurance coverage is available.

**VISION PLAN:** National Vision Administrators (NVA) is available.

**DEFERRED COMPENSATION:** A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at [hr@dese.mo.gov](mailto:hr@dese.mo.gov).

To Our Applicants with Disabilities: For assistance with any phase of the Department

process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

### **SELECTIVE SERVICE REGISTRATION REQUIREMENT**

Anyone who is required to register under the United States Military Selective Service Act must show proof of registration prior to being offered employment with the State of Missouri. (Authority: Section 105.1213, RSMo.)

### **STATE TAX REQUIREMENT**

State law now requires all employees to pay their state taxes in a timely manner as a condition of employment. Each year the Department of Revenue will determine if any state employees are delinquent in paying their state taxes for the prior tax year. Employees who are delinquent will be notified and given sufficient time to resolve their state tax liability. Employees who fail to meet this requirement will be terminated. (Authority: Section 105.262, RSMo.)

### **NOTICE OF NON-DISCRIMINATION**

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 8th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number (573) 751-9619 or TYY (800) 735-2966.