

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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www.dese.mo.gov

VACANCY NOTICE

Vacancy Title: Administrative Assistant
Job Order Number: 12424752
Domicile Location: St. Louis
Section/Office: Missouri School for the Blind/Division of Special Education
Salary: \$26,424.00 annually (12-month position)
Deadline: Open until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

1. High School diploma or G.E.D. certificate.
2. Four or more years of experience successfully performing progressively responsible support tasks.
3. 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.)

EXAMPLES OF WORK PERFORMED

1. Type reports and letters. Proofread documents, manuals, technical reports and contracts for completeness and accuracy before forwarding.
2. Assist in creation of brochures, newsletters, PowerPoint presentations, flowcharts, organizational charts, and other meeting items.
3. Answer telephone and give information to callers, take messages, or transfer calls to appropriate individuals.
4. Assist with interviewing employees to provide service or to ensure that the appropriate selection is made.
5. Train staff on division/section procedures and/or equipment.
6. Arrange travel schedules, reservations, and assist in making logistical arrangements for conferences and workshops.
7. Provide assistance at conferences and/or workshops to include registration, creation and dissemination of materials, preparing invoices, and taking minutes.

8. Assist in coordinating workflow of office paperwork and receiving, opening, and distributing mail to appropriate person(s).
9. Research, compile, create and/or assemble and copy informational, statistical and other reports/documents for review teams, supervisor review, or in preparation for mass mailings. File documents to retrieve at a later date.
10. Maintain budget, section inventory and other fiscal records to account for expenditure of funds and prepare expense reimbursement forms.
11. Update mainframe applications, databases and spreadsheets in order to assist management.

APPLICATION PROCEDURE

Complete a DESE application online at <https://msb.dese.mo.gov/jobs.html>. 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.

PARENTAL LEAVE: Six weeks paid leave for the birth or adoption of a child in accordance to the Department's Parental Leave Policy.

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.

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 TTY (800) 735-2966.

