

Posted: April 21, 2022

State Tax Commission of Missouri

JOB OPPORTUNITY

The Legal Section of the State Tax Commission of Missouri is seeking an experienced, highly effective team member familiar with practices, procedures, and evolving technology in the legal profession to manage appeals in a high-volume, fast-paced environment.

POSITION: Lead Administrative Support Assistant (Legal Coordinator)

GENERAL DESCRIPTION: This position is a seasoned vocational administrative support professional with specialized knowledge and ability to function as an office manager. This position may make recommendations for review and approval of executive staff, and may review and prioritize needs of executive staff.

WORK TO BE PERFORMED: Under the direction of the Chief Counsel, responsibilities will include

- processing appeals filed by taxpayers
- maintaining integrity of digital documents and electronic case files using established conventions and protocols
- maintaining and updating electronic case management system (database)
- assisting Chief Counsel in providing statutorily-required notices of appeals to county officials
- assisting Senior Hearing Officers with docketing cases
- issuing legal correspondence to taxpayers, attorneys, and county officials regarding decisions and orders of the Commission
- assisting in drafting legal correspondence
- maintaining confidentiality and assisting in responding to Sunshine Law requests
- managing submissions from parties through online and file transfer protocol processes
- phone reception, data entry, proofreading
- monitoring multiple email boxes
- assisting the Chief Counsel in maintaining segments of agency website

QUALIFICATIONS:

3 to 5 years of relevant experience.

Preferred:

- Associate's degree in relevant educational program or 2-4 years' experience as an assistant in a legal office setting.
- Training, education, experience as a Paralegal.
- Paralegal certification.

Knowledge, Skills, and Abilities

- Preferred knowledge of legal concepts, court and administrative tribunal proceedings, state laws, ability to recognize and evaluate and communicate relevant facts related to appeal filing requirements
- Ability to use independent judgment to prioritize tasks and to quickly determine when priorities must be adjusted to meet team's needs
- Ability to meet deadlines while managing large workload and multitasking

- Ability to maintain effective and consistent performance of duties with minimal supervision, including when working remotely
- Proficient in oral and written communications with agency team members and the public in timely, courteous, knowledgeable manner
- Proficient in database management, Microsoft Office applications
- Excellent data entry, proofing, typing, telephone, and organizational skills
- If qualified as a Paralegal, may conduct basic legal research under direction of the Chief Counsel and Senior Hearing Officers

Location: Jefferson City, Missouri; some remote work

Salary: \$39,059 annually (to start)

Application Process: Please apply on-line at <https://mocarers.mo.gov/hiretrue/mo/mocarers/index.html>. The position will remain opened until filled.

EQUAL OPPORTUNITY EMPLOYER