

Posted: September 25, 2024

State Tax Commission of Missouri

JOB OPPORTUNITY

Position: Lead Administrative Support Assistant

Responsibilities: This position is a mid-level specialized support position performing administrative functions for the operation of the State Tax Commission. Primary duties include answering and routing telephone calls and customers to the appropriate individual; opening and distributing incoming mail; making travel arrangements for staff; updating multiple databases; monitoring multiple email boxes; requesting meeting room accommodations; audit expense accounts for compliance to travel policies and regulations; and audit county reimbursements. An employee in this position may also complete special projects for other sections within the agency.

Requirements: Candidates for this position must possess considerable knowledge of office practices, procedures, and equipment; ability to apply and interpret agency policies and procedures; prepare and maintain records and reports; and audit and review data and other information for accuracy. This position requires the ability to communicate effectively; manage multiple deadlines; and be highly organized. Candidates must be proficient in all Microsoft Office products.

Experience/Education Requirements: Three to five years of clerical support experience preferred and possession of a high school diploma or high school equivalency is required.

Location: Jefferson City, Missouri

Salary: \$35,000 - \$42,000 Annually

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