

Posted: July 8, 2026

State Tax Commission of Missouri

JOB OPPORTUNITY

Position: Administrative Support Professional

Responsibilities: This position is a mid-level specialized support position performing administrative functions for the operation of the State Tax Commission. Primary duties human resources/payroll related functions including processing all SAM II transactions and deductions; assisting the Administrative Secretary with policy development and implementation; new hire orientation; maintenance of all personnel records; and updating all necessary spreadsheets and other payroll related documentation. This position will be responsible for all MOVERS tasks and agency readiness for system implementation (financial and HR). Additional duties include assisting the Administrative Secretary with various administrative functions of the agency and completing 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; be highly organized; and have great attention to detail. Candidates must be proficient in all Microsoft Office products and SAM II HR system. Familiarity with financial functions is preferred.

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: starting at \$40,000, annually.

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