

Opening Date: September 18, 2018

Closing Date: October 2, 2018

JOB OPPORTUNITY

MISSOURI DIVISION OF FIRE SAFETY



TITLE: Office Support Assistant
Investigation & Explosives Unit

SALARY: \$23,000.00

DESCRIPTION:

This is an intermediate level clerical and typing position of moderate difficulty and complexity involving a variety of tasks. Work may involve performing secretarial duties for one or more individuals. This position reports to the Executive I.

EXAMPLES OF WORK PERFORMED:

Composes and types correspondence and inter-office communication dealing with routine matters. Operation of a central phone system.

Review reports from the field staff and make corrections as needed. Maintain logs of all fires, explosions and fireworks investigations.

Assist with program filing, data entry, and accounting relating to fireworks and blasting programs.

QUALIFICATIONS:

High school diploma or General Education Diploma (GED). One-year clerical experience working in a fast-paced office setting preferred. Ability to establish and maintain harmonious working relationships with other employees and the public. General knowledge of computer usage and ability to use e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Access, Outlook. Ability to type accurately and proficiently.

APPLICATION PROCEDURE:

Individuals who wish to be considered for this position must complete a Division of Fire Safety, Application for Employment. Applications can be obtained at the Division of Fire Safety, 205 Jefferson Street; Suite 1315, Jefferson City, Missouri 65101 or at www.dfs.dps.mo.gov. Completed applications with any supplemental documents such as cover letter, resume, college/university transcript(s), etc., must be sent to the above location by close of business on October 2, 2018. Applications may be mailed to the above address or emailed to donna.moore@dfs.dps.mo.gov.

NOTE: The Division of Fire Safety reserves the right to fill positions through transfer, reclassification, and promotion of existing employees.

EQUAL OPPORTUNITY STATEMENT:

The Division of Fire Safety is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.