

**Job Posting Number: 10007 – Administrative Support Assistant (Boiler/Pressure Vessel Program)**

**Salary:** \$28,000.00 - \$35,000.00

**Job Location:** Jefferson City, MO

**Why you'll love this position:**

In this position, you will create relationships with your field staff, inspection company inspectors as well as our public customers. In addition, you will be working in a user friendly system that has many functions to make your job responsibilities more functional with less time constraints.

**What you'll do:**

You will be responsible for all the Boiler and Pressure Vessel Unit accounting, as well as working with interagency billing in SAM II. Enter accounts receivable and follow-up on collecting overdue invoices. Processing and permitting installation applications and prepare mailings. Respond to questions which may arise and resolution to those questions within the guidelines of the Division of Fire Safety and the State of Missouri. Responsible for maintaining files as needed by the unit. Prepares minutes for the Board of Boiler and Pressure Vessel Rules.

**All you need for success:**

**Minimum Qualifications**

- Graduate of an accredited four-year high school, or in lieu thereof, shall have obtained a certificate of equivalency from the State Department of Elementary and Secondary Education.
- One – three years of relevant clerical experience.
- One year experience in accounting and/or data processing.

**Additional Qualifications and Requirements**

- Must have considerable knowledge of business practices, procedures and equipment.
- Ability to interpret and apply agency policies and procedures.
- Ability to understand and carry out complex oral and written directions and to maintain complex records.
- Must have thorough knowledge of PC operating system, Windows, and Microsoft Office programs.
- Ability to provide guidance to other employees.
- Experience with SAM II Financial.

**If you have questions about this position please contact:**

Personnel Analyst, Donna Moore at [donna.moore@dfs.dps.mo.gov](mailto:donna.moore@dfs.dps.mo.gov) or 573-751-1746.

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