

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
"Missouri public schools: the best choice... the best results!"
www.dese.mo.gov

VACANCY NOTICE

Vacancy Title: **Secretary**
Job Order Number: 9482523
Domicile Location: Kirksville/VR Office
Section/Office: **Vocational Rehabilitation**/Adult Learning and Rehabilitation Services
Salary: \$22,536.00
Deadline: January 26-February 9, 2012

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

Graduation from high school or the GED equivalent. Experience in secretarial or related clerical work preferred.

Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Any one position may not involve all of the specified duties or knowledge, skills and abilities, nor are the listed examples exhaustive.

- * 1. Takes and transcribes machine dictation which may involve the use of specialized vocabulary in letters, memoranda, reports and other materials.
- * 2. Takes notes during meetings and types minutes.
- * 3. Composes and types correspondence and inter-office communications dealing with routine matters, following specified procedures and/or oral instructions.
- * 4. Types a variety of material, often technical in nature, working from rough draft, notes, or dictating equipment; proofreads completed work.
- * 5. Receives visitors and answers telephone calls, ascertains purpose of visits and calls, furnishes general information, takes and relays messages and arranges appointments.
- * 6. Receives, opens, logs, sorts, time-stamps and distributes mail; prepares material for mailing.
- * 7. Sets up and organizes files; sorts, classifies and files material; purges obsolete material; removes and returns material requested from files.
- * 8. Arranges travel and accommodations, prepares expense accounts and performs other secretarial functions.
- * 9. Performs a variety of moderately complex clerical activities including assembling special studies and reports, posting personnel records, and preparing tabular and statistical reports

- * 10. Operates standard office equipment, such as a calculator, copy machine, electric typewriter, transcribing machine, word processor, personal computer and/or computer terminal keyboard with video display.

APPLICATION PROCEDURE

An application packet, consisting of a cover letter, resume, and copy of official college transcripts should be sent using **one** of the following options:

By mail (preferred) to Job Listing Number (shown above), Human Resources, Vocational Rehabilitation, 3024 Dupont Circle, Jefferson City, MO 65109-6188. OR

· **Electronically (preferred)** to vacancy@vr.dese.mo.gov. Documents must be attached to the e-mail in PDF or Word format, with the job listing number in the subject line. OR

· **By fax** to Human Resources at 573.751.1441. Include job listing number.

If copy of official college transcripts is sent separately, they must be sent to the job listing number.

If applying for more than one vacancy, a separate application packet is required for each job listing number; copies are accepted. Application packets will not be kept on file for consideration of other positions.

NOTE: If you are applying for a position where a degree is required, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts with your application will eliminate the application from the review process. Transcripts should only be sent if there have been changes since applicant's initial hire date.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

* Essential Functions

(for a Full-Time Position)

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: Vision Service Plan (VSP) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided by ING.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.