

Office Support Assistant – (Receptionist)
Division of Workers' Compensation
Kansas City, Missouri

Salary: \$958.00 semi-monthly

MAJOR JOB COMPONENTS

- Distribution of legal documents.
- Answer the telephone and direct calls as well as greeting the public and directing their request.
- Data entry and typing retrieve information, and miscellaneous clerical duties as assigned.
- Fax, mail, and scan documents.
- Receive, open, and route all mail; file, stamp documents, and send UPS each day.
- Schedule settings.

KNOWLEDGE, SKILLS AND ABILITIES

- Keyboarding and data entry experience. Ability to type and proofread documents.
- Excellent communication and ability to answer the telephone and interact with individuals.
- Experience working in a legal office or knowledge of workers' compensation law, preferred.
- Intermediate knowledge of office practices, procedures, and equipment.
- Intermediate knowledge of business math computations, grammar, composition, and spelling.
- Intermediate knowledge of computer information systems and software.
- Ability to understand and follow directions.
- Attention to detail.

EDUCATION & EXPERIENCE

Six or more months of experience in office support work; and possession of a high school diploma or proof-of-high-school-equivalency.

(15 earned credit hours from an accredited college or university may substitute for the required experience.)

Interested individuals please email a DOLIR employment application (<http://intra.labor.mo.gov/AdminSvcs/forms/adm/2396-AI.pdf>) and college transcript(s), if applicable, to humanresources@labor.mo.gov or fax to (573) 751-3668. The closing date for this announcement is