

Missouri Veterans Cemetery – Springfield

Is seeking a Full-Time **Office Support Assistant**

Starting Salary: \$1064.00 semi-monthly

Qualifications for this position:

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.)

Benefits Include:

Competitive Salary
Retirement Plan
Health, Dental, Vision & Life Insurance
3 weeks paid vacation/year
12 paid holidays/year

Please see attached [MVC position description](#) and see this link for the State Merit System class specification: [Office of Administration - Division of Personnel](#).

To be considered for employment with MVC, all applicants shall file and pay all Missouri State Income Taxes owed. Tax compliance will be confirmed with the Missouri Department of Revenue. Applicants may check tax compliance status by contacting the Department of Revenue at (573)751-7202.

To apply for this position, please forward a completed MVC application, resume, and "Authorization to Release Confidential Information" form to: Becky Buechter, Personnel Clerk, Missouri Veterans Commission, PO Drawer 147, Jefferson City, MO 65102 or fax to (573)751-7660.

Application Deadline: August 14, 2017

An MVC application may be downloaded from our website at:
<http://www.mvc.dps.mo.gov/docs/employment/commissionApp.pdf>

The "Authorization to Release Confidential Information" form may be downloaded at: [Authorization to Release Confidential Information Form](#)

NOTE: To be considered for this position, interested applicants not currently on the State Merit System Register for Office Support Assistant must submit an application through the Electronic Application System (EASE) website by **August 14, 2017** for the Office Support Assistant register at: <http://oa.mo.gov/personnel/information-job-applicants>

For questions regarding this employment opportunity or other employment opportunities at the Missouri Veterans Commission, please contact Human Resources at (573)522-1424.

EOE; Drug Free Workplace
MVH celebrates a diverse workforce