

**Missouri Veterans Commission – Headquarters
(Located in Jefferson City)**

Is seeking Procurement Officer II

Qualifications for this position:

One or more years of experience as a Procurement Officer I or a Buyer II with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, or Business or Public Administration; and, Three or more years of technical or professional experience in procurement, accounting, or closely related fiscal management activities of which one or more years involved primary procurement responsibility for a small facility or a medium-size organization.

(Additional experience at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I which primarily involved procurement activities may substitute on a year-for year basis for deficiencies for the required education.)

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required general 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)751-7200.

To apply for this position, please forward a completed MVC application, Resume, transcripts, and Confidential Release Form to: Becky Buechter, Personnel Clerk, Missouri Veterans Commission, PO Drawer 147, Jefferson City, MO 65102 or fax to (573)751-7660 or email: Becky.Buechter@mvc.dps.mo.gov

Application Deadline: December 13, 2018

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

The "Authorization to Release Confidential Information" form may be downloaded at:
<https://mvc.dps.mo.gov/docs/jobs/ConfidentialReleaseForm.pdf>

EOE; Drug Free Workplace
MVH celebrates a diverse workforce