



MISSOURI SENATE

Copy Room Clerk

DEFINITION:

The position is session only, from January to May of each year. The candidate will not accrue more than 1040 hours per year under this position. The candidate must be able to work frequent late nights. Additional hours may be required from June through December during veto and extraordinary sessions.

DUTIES AND RESPONSIBILITIES:

Organizes work, coordinates workflow, establishes priorities, sets deadlines and reviews work for accuracy, timeliness and conformance with instructions and standard practices.

Performs other related work as required.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge of or ability to quickly understand the framework of the legislative process.

Capable of operating multiple copiers at once during high work volume.

Troubleshoot jams and conduct normal key operator preventive machine maintenance.

Ability to work under pressure of frequent deadlines, manage time effectively and meet established time schedules.

Ability to operate personal computer including applications such as Microsoft Word, Microsoft Excel and other applicable software.

Ability to understand and follow moderately complex instruction and directions.

Ability to communicate effectively.

Considerable knowledge of general business, modern office procedures and practices, and modern office equipment.

Ability to efficiently and effectively interact with the staff and establish and maintain harmonious working relationships with other employees and the public.

TRAINING AND EXPERIENCE:

High school graduation or equivalent.

Three years of responsible clerical experience preferred.

REPORTS TO:

Secretary of the Senate

HOW TO APPLY:

Please submit application of employment <https://www.senate.mo.gov/SenateApplication.pdf>, letter of interest and resume to Cindy Winthorst, State Capitol Building, 201 W. Capitol Avenue, Room 434-B, Jefferson City, MO 65101 or cwinthorst@senate.mo.gov.

You may also apply at <https://mocarriers.mo.gov/hiretrue/mo/senate/index.html>.