

Closed

**MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT**

Date Posted: 10/06/2020
Application Deadline: 10/21/2020
Job Post ID: 13194
Job Title: Administrative Technician / Senior Administrative Technician
Min Monthly Salary: \$2,516.00 / \$2,834.00
Number Positions: 1
Location: 1617 Missouri Boulevard, Jefferson City, MO
District/Division: Central Office / Construction and Materials Division
Human Resources Contact Number: 573-751-2923

Notice: The deadline to apply for this position is October 21, 2020, at 11:55 p.m. Telephone interviews will be held on November 5, 2020.

Substitution of education for the experience requirement will be considered.

Waiver of minimum requirements may be considered.

Remote work location and/or teleworking is not available for this position.

General Summary:

--- Administrative Technician ---

The administrative technician provides paraprofessional or technical support to one or more professionals in a unit, relieving professional staff of less complex professional responsibilities. Work is performed under moderate supervision.

--- Senior Administrative Technician ---

The senior administrative technician provides paraprofessional or technical support to one or more professionals in a unit, relieving professional staff of moderately complex professional responsibilities. Work is performed under general supervision.

Minimum/Required Qualifications:

--- Administrative Technician ---

High School Diploma or GED/HiSET

Two years of advanced (beyond entry-level) clerical experience.

--- Senior Administrative Technician ---

High School Diploma or GED/HiSET

Two years of experience as an administrative technician.

Supervisory Responsibilities:

--- Administrative Technician ---

None

--- **Senior Administrative Technician** ---

None

Special Working Conditions/Job Characteristics:

--- **Administrative Technician** ---

Job requires occasional, statewide, overnight travel.

--- **Senior Administrative Technician** ---

Job requires occasional, statewide, overnight travel.

Examples of Work:

--- **Administrative Technician** ---

- Researches and gathers information utilizing a variety of methods (e.g., computer, phone, etc.) and from a variety of sources (e.g., federal agencies, vendors, contractors, co-workers, city and county governments, etc.) to assist professional staff with data collection responsibilities.
- Organizes and manipulates data using spread sheeting or database applications for the purpose of maintaining information or converting information from one form or format to another.
- Reviews forms, applications, financial statements, or other documents to ensure accuracy and compliance with department program guidelines or procedures.
- Serves as a point of contact for questions from internal and external customers, both requesting and providing information related to routine issues or acts as a liaison on complex issues.
- Enters information into, maintains, and updates complex databases or spread sheets; conducts moderately complex analysis of information by examining for trends, outliers, or inconsistencies with previously reported data.
- Tracks and monitors information utilizing a variety of methods on an ongoing basis (e.g., through phone verification, electronic reconciliation, comparisons with other individuals'/agencies' information, etc.).
- Performs other responsibilities as required or assigned.

--- **Senior Administrative Technician** ---

- Serves as the primary contact regarding an administrative or technical program or policy; answers questions and attends meetings regarding the program; monitors compliance with program by reviewing reports, forms, applications, or other documents; develops or modifies processes or procedures as necessary; and provides training to department personnel as needed.
- Researches and gathers information utilizing a variety of methods (e.g., computer, phone, etc.) and from a variety of sources (e.g., federal agencies, vendors, contractors, co-workers, city and county governments, etc.) to assist professional staff with data collection responsibilities.
- Organizes and manipulates data using complex spread sheeting or database applications for the purpose of maintaining information or converting information from one form or format to another.
- Reviews forms, applications, financial statements, or other documents to ensure accuracy and compliance with department program guidelines or procedures; serves as a point of contact for questions from internal and external customers, including, but not limited to, vendors, contractors, co-workers, and state and federal agencies, both requesting and providing information or acting as a liaison on complex issues.
- Enters information into, maintains, and updates complex databases or spread sheets; conducts moderately complex analysis of information by examining for trends, outliers, or inconsistencies with previously reported data.
- Tracks and monitors information utilizing a variety of methods on an ongoing basis (e.g., through phone verification, electronic reconciliation, comparisons with other individuals'/agencies' information, etc.).
- Combines or compiles information from different sources and organizes it into a variety of usable forms.
- Analyzes data and uses the information to produce written and data based reports, correspondence, or to develop recommendations for professional staff.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.