



# MISSOURI GAMING COMMISSION

## CAREER OPPORTUNITY

**Position Vacancy No. 250**

**Application Deadline: April 26, 2024**

**Class Title: Administrative Support Assistant**

**Location: Kansas City, MO**

**Salary: \$40,717.68 (salary reviewed after successful performance period)**

### **Why You'll Love This Position:**

Looking for a rewarding career at a unique government agency? Do you enjoy being a part of a small, close knit team? Roll the dice and apply to the Missouri Gaming Commission now. As regulators of the gaming industry in Missouri, our team values service, integrity and professionalism. We also offer a robust benefit package including: health, dental, and vision insurance, paid holidays, parental leave, retirement and more.

### **What You'll Do:**

- This position performs clerical work serving as the Office Manager for the Missouri Gaming Commission office at the casino.
- This position is in a law enforcement office handling restricted and confidential information in support of the Missouri Gaming Commission.
- This position is responsible for performing functions related to fingerprinting and licensing of casino employees and registration of problem gamblers.
- The incumbent must exercise considerable initiative and judgement in planning and carrying out assignments accurately, and in a timely manner without close supervision.
- This position works Monday through Friday.
- This position can be assigned to any of the four Kansas City area casinos.

### **Minimum Qualifications**

Three or more years of experience in clerical or general office support work; and possession of a high school diploma or GED certificate.

### **Desired Skills:**

- Strong PC skills are important. Must be able to use Microsoft Word and Excel.
- Strong oral and written communication, organization, attention to detail and problem solving skills.
- Ability to work in a team environment.

### **APPLICATION REQUIREMENTS**

All applicants must apply on [MO Careers](#) and upload a resume. For questions call MGC's human resources department at (573) 526-4088.

### **EMPLOYMENT RESTRICTIONS**

No applicant will be selected for employment if he/she has a family member related within the second degree of consanguinity or affinity employed by an entity licensed by the Commission. A comprehensive background is required before appointment.

### **An Equal Opportunity Employer**

Missouri Gaming Commission reserves the right to fill positions through transfer and reclassification of existing employees. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.