



# MISSOURI GAMING COMMISSION CAREER OPPORTUNITY

Position Vacancy No. 195

Application Deadline: October 16, 2020

**CLASS TITLE: Part-time Administrative Support Assistant**  
**LOCATION: Isle of Capri Casino, Boonville, MO**  
**HOURLY RATE: \$16.45**

## POSITION SUMMARY

This is part-time clerical work involving responsibility for complex functions and processes, usually requiring familiarity with specialized terminology and/or various software packages. Responsibilities include serving as office manager for the MO Gaming Commission at the casino in a variety of business management and support functions.

A successful candidate must be able to exercise considerable initiative and judgment in planning and carrying out assignments accurately and in a timely manner. This individual must also have the ability to follow Commission's policies and procedures, work independently without close supervision, manage the licensing of casino employees, communicate effectively, perform office-related tasks as assigned, and handle restricted and confidential information in a professional manner.

## QUALIFICATIONS

1-3 years of office support experience and possession of a high school diploma or proof of high school equivalency. Experience in the field of criminal justice is preferred. Must be able to operate a computer and possess basic computer skills.

## 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.