



MISSOURI GAMING COMMISSION

CAREER OPPORTUNITY

Position Vacancy No. 262

Application Deadline: October 17, 2024

Class Title: Administrative Support Professional

Location: Jefferson City, MO

Salary: \$47,950.32 (salary will be reviewed after a 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 is responsible for performing moderately complex duties during the licensing process.
- This position's duties include processing applications, invoices and payments for individuals seeking to be licensed or to renew their Missouri Gaming Commission license.
- This position provides technical advice to licensees and MGC employees who are involved in the licensing process as well as preparing correspondence advising applicants of the status of their applications or of any issues that may arise during the licensing process.

Minimum Qualifications:

- Four or more years of relevant experience; and possession of a high school diploma or proof of high school equivalency.

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.