



MISSOURI GAMING COMMISSION CAREER OPPORTUNITY

Position Vacancy No. 278

Application Deadline: September 24th, 2025

Class Title: Administrative Support Assistant

Location: Jefferson City, MO

Salary Range: \$40,952.16 (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:

- Perform entry-level human resources work; including duties related to recruitment, onboarding, employee recognition, time and leave, and training history records.
- Perform front desk receptionist work on a part-time basis.
- Serve as the back-up for incoming mail processing.
- Assist in the maintenance of human resources records.
- Perform other duties as assigned.

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 independently and in a team environment.
- Ability to maintain confidentiality.

APPLICATION REQUIREMENTS

All applicants must apply on [MO Careers](#) and upload a resume and college transcripts
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.