



MISSOURI GAMING COMMISSION

CAREER OPPORTUNITY

Position Vacancy No. 280

Application Deadline: November 10, 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 front desk receptionist work including; answering phones, greeting guests, and managing the front desk.
- Receive, sort and process all incoming mail.
- Scanning and filing records as needed.
- 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.

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.