



CLOSING DATE: December 14, 2018

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Coordinator, Bill Room/Post Office

LOCATION: Missouri House of Representatives, Operations Division
Missouri State Capitol Building, Jefferson City, MO

STARTING SALARY RANGE: Begins at \$45,000/annually; with actual starting salary commensurate with applicable education and experience.

DESCRIPTION: The Coordinator, Bill Room/Post Office position supervises the postal operations and legislative bill inventory and distribution for the Missouri House of Representatives. The Publications Supervisor position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Coordinator, Bill Room/Post Office is responsible for coordinating and supervising the staff and operations of the Bill Room/Post Office of the Missouri House of Representatives. These duties include coordinating the receipt and distribution of incoming and outgoing mail and packages; the operation and maintenance of specialized equipment, overseeing the inventory and distribution of House bills, journals, calendars, and other legislative information; maintaining inventory and bill transactions on specific House supplies; coordinating with state agencies and lobbyists regarding legislative information services, and providing customer service in all areas of postal operations, bill inquiries, hearing rooms, and other operational matters.

QUALIFICATIONS: Successful applicants must have a bachelor's degree in business administration or related field, or four years of applicable experience in postal/mailing operations. Supervisory experience preferred. Position also requires knowledge of postal regulations and other mailing applications and operations, knowledge of the legislative process, the ability to stay organized and maintain accurate records, the ability to interpret and apply organizational policies and procedures, the ability to establish and maintain effective working relationships, the ability to communicate effectively both verbally and in writing, and the ability and willingness to work long hours to fulfill the obligations of the position.

APPLICATION PROCESS: Please send resume and letter of interest no later than Friday, December 14, 2018, to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Coordinator, Bill Room/Post Office. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.