

Job description: CLERICAL

Environmental office clerical opening. Strong computer skills including Microsoft Office/Word/Excel is a must. Good communication skills via phone and in-person with the public; Able to work independently with good organizational skills and file management; High School Graduate or High School Equivalency. Pay dependent upon experience, \$16.37 - \$18.43 per hour.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Retirement plan
- Vision insurance

Submit resume: Debbie.Darby@lpha.mo.gov