



Francis G. Slay, Mayor

# Hot Jobs in St. Louis

SLATE American Job Center

[www.jobs.mo.gov](http://www.jobs.mo.gov)

Version Date: 02/13/2015

**Position Title:** Substance Abuse Counselor **Job Order #** 11056494

**Job Description:** Completing comprehensive assessments of clients substance abuse history and treatment requirements and developing individualized treatment plans

**Requirements:** Bachelor's degree in psychology, counseling, social work or a related fields a plus.

**Position Title:** Accounting Clerk II **Job Order #** 11057928

**Job Description:** Performs accounts payable functions, typing and mail handling for the Finance Department.

**Requirements:** A High School Diploma or equivalent required and two years of experience in accounting or related clerical field required. Formal Accounting courses preferred.

**Position Title:** Behavioral Clinic Consultant **Job Order #** 11056541

**Job Description:** Review of outpatient treatment plans for services that on initial review, a Masters level employee is unable to grant authorization

**Requirements:** Requests for psychological or neuropsychological testing. Must be a licensed doctoral level (Ph.D. or Psy.D.) Psychologist

**Position Title:** Court Clerk II - Pos. #077 **Job Order #** 11056529

**Job Description:** Perform technical clerical work in the Criminal/Traffic- Metro Link Initiation & File Information Department

**Requirements:** Minimum data entry speed of 8,000 keystrokes per hour. High School diploma or equivalent.

## How To Apply

Log onto **Jobs.Mo.Gov** and enter the Job Order Number in the "Search" box to learn more about these jobs, as well as thousands of additional openings throughout Missouri, all at **NO COST**. If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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**Position Title:** Court Clerk II - Pos. #173 **Job Order #** 11056521

**Job Description:** Perform technical clerical work in the Criminal/Traffic Circuit Mail/Judgment & Sentence Department

**Requirements:** Minimum data entry speed of 8,000 keystrokes per hour. High School diploma or equivalent.

**Position Title:** Correctional Training Coordinator **Job Order #** 11056503

**Job Description:** This is advanced-level work developing and coordinating the administration of pre-service and in-service training programs and materials for the City of St. Louis Division of Corrections.

**Requirements:** A Bachelor's degree in Criminal Justice or a closely related field

**Position Title:** Police Dispatcher **Job Order #** 11056512

**Job Description:** Duties include: interviewing callers to gather required information concerning location, site conditions type of crime, and names of parties involved

**Requirements:** One year of recent full-time paid dispatching experience

**Position Title:** Commissioner of Traffic **Job Order #** 11056498

**Job Description:** Responsible for planning, directing, coordinating, and supervising the installation, operation, and maintenance of all traffic signals, signs and markings

**Requirements:** Five years of recent full-time paid progressively responsible traffic engineering experience

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**Position Title:** Account Clerk II **Job Order #** 11056495

**Job Description:** This is a clerical position responsible for performing a variety of bookkeeping and clerical functions in support of fiscal management.

**Requirements:** Three years of full-time paid experience performing bookkeeping/accounting duties

**Position Title:** Laboratory Technician **Job Order #** 11056481

**Job Description:** Perform automated and manual test procedures on blood samples to assure the safety, potency and purity of the blood supply

**Requirements:** Bachelor's degree from an accredited institution with a major in a biological science or medical technology required

**Position Title:** Internal Audit Administrative Assistant **Job Order #** 11055926

**Job Description:** The main purpose of this position is to provide executive administrative and secretarial support to the Chief Audit Executive.

**Requirements:** High School diploma or 5+ year's administrative assistant experience required.

**Position Title:** Part Time Package Handler **Job Order #** 11055901

**Job Description:** Numerous part time openings for Package Handlers in the Overland, Mo area.

**Requirements:** At least 18 years of age or older, able to do constant lifting and also pass extensive Criminal background check.

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**Position Title:** Tournade Cook/ Lambert St Louis Airport **Job Order #** 11055756

**Job Description:** The Tournade Cook is responsible for coordinating food production, preparation and presentation, and is able to rotate through all food stations to ensure a high quality products is served to the customer.

**Requirements:** Requires advanced food knowledge pertaining to Soups, Sauces and Pantry

**Position Title:** Controller **Job Order #** 11056814

**Job Description:** Maintain accounting records and facilitate the handling of the financial affairs of the AGC of Missouri

**Requirements:** Bachelors degree

**Position Title:** Sales Liaison Kindred Hospital **Job Order #** 11043542

**Job Description:** Spend most of their time (80% or more) in the field, making presentations, assessing patients/residents and building these long term relationships.

**Requirements:** College degree required either an Associate's degree with clinical licensure or Bachelors degree without clinical licensure.

**Position Title:** Accounting Assistant **Job Order #** 11043559

**Job Description:** This position maintains records of routine accounting transactions by making entries, researching the general ledger and completing account reconciliations.

**Requirements:** 1+ year's related experience and/or training, some college course in accounting preferred

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**Position Title:** Ball Park Village - dishwasher **Job Order #** 11051605

**Job Description:** Clean dishes, pots, food preparation equipment, and utensils.

**Requirements:** Prior experience preferred. Must speak fluent English. We are looking for energetic and professional people for our team.

**Position Title:** MANUFACTURING TECH **Job Order #** 11058967

**Job Description:** Machine Operator with solid manufacturing experience, preferably in plastic manufacturing.

**Requirements:** PLC experience preferred. Need basic computer skills. High school diploma required.

**Position Title:** Systems Administrator **Job Order #** 11021704

**Job Description:** Determines operational requirements by identifying PC workload requirements; analyzing processes and procedures; measuring physical layout requirements.

**Requirements:** U.S. Citizen must be able to receive a government Secret clearance

**Position Title:** Secure Network SME **Job Order #** 11021703

**Job Description:** Ability to provide network engineering support for a broad range of initiatives.

**Requirements:** Duty hours are Mon Fri, 7:30 to 4:30. Some travel is required

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