



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT

The Public Service Commission is accepting applications for the position of Administrative Assistant for Commissioner Scott Rupp.

This is a highly responsible and complex administrative support position that carries out both delegated and independent functions. In the performance of duties, the employee must learn and apply knowledge regarding the procedures and operations of the various departments of which the Commission is comprised, as well as procedures within the agency, other state agencies, and the legislature. Duties include providing administrative support to Commissioner Rupp, performing diverse administrative and office management responsibilities and complex/technical secretarial work, as well as some research duties. This position requires strict confidentiality and use of independent judgment in fulfilling responsibilities.

QUALIFICATIONS: High school graduation. Secretarial training in high school or business school or three years of responsible secretarial experience is required. Applicant must be proficient in word processing, spreadsheet and database applications. Experience typing a variety of technical, confidential and statistical material and general correspondence with speed and accuracy is required.

The annual salary is \$40,607.28. To be considered for this position, you must submit an application, resume, three employment references, a documented typing score and a copy of all college transcript(s) if applicable, by 5:00 pm **April 18, 2014** to: MO Public Service Commission, **Reference Number EX020414**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit www.psc.mo.gov.

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