



## **MISSOURI PUBLIC SERVICE COMMISSION**

### **JOB OPPORTUNITY**

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#### **CUSTODIAL ASSISTANT**

The Budget and Fiscal Services Department of the Public Service Commission is seeking to fill a Custodial Assistant position in our Jefferson City office.

This position is responsible for maintaining the appearance of all areas of the Governor Office Building occupied by the Public Service Commission. This position will also assist with the set-up of conference rooms for meetings or agency events as well as serve as back-up to perform mail activities, deliveries or item pick-ups as needed.

**QUALIFICATIONS:** Graduation from high school and 0-1 year of work experience. Applicants must possess good communication and interpersonal skills. Applicants must also have the ability to stand/walk for prolonged periods of time, lift up to 50 pounds, and travel in the performance of assigned duties. Valid driver's license required.

Starting salary will be commensurate with experience. The annual salary range for this position is \$33,912 - \$37,704 plus benefits. Benefits include 13 paid holidays annually, 10 hours paid sick and vacation time each month, flexible work schedules, physical fitness opportunities, and tuition reimbursement. The position also offers optional life, medical, dental and vision coverage, and the state employee pension plan. Please send an application and resume, by 5:00 pm **April 19, 2024** to: MO Public Service Commission, **Reference Number AD020424**, P.O. Box 360, Jefferson City, Missouri 65102 or via e-mail to [pscjobs@psc.mo.gov](mailto:pscjobs@psc.mo.gov). For additional information, visit <https://mocareers.mo.gov/psc> or [http://psc.mo.gov/General/Career\\_Opportunities](http://psc.mo.gov/General/Career_Opportunities).

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