



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

PARALEGAL

The Missouri Public Service Commission is seeking a motivated, deadline-oriented individual to work as a Paralegal in our External Litigation Department.

This individual in this position will assist attorneys in preparing, reviewing, and summarizing legal documents; produce official court legal files; conduct legal research; utilize Missouri rules of appellate procedure; assist with discovery and evidence; be responsible for travel arrangements, purchase requests, and expense reports; and perform other administrative duties as assigned. Responsibilities are performed under direct supervision of an attorney.

Qualified candidates must possess a Paralegal Certificate or Associates Degree in legal studies or related field, **and** one year of experience utilizing paralegal skills in research and drafting legal documents; **or** five years of experience as a legal secretary. Minimum typing speed of 45 words per minute is required.

Starting annual salary for the Paralegal position is \$31,800 with a potential increase following successful completion of a probationary period. To be considered for this position, please send an application and resume by 5:00 pm on **March 15, 2013**, to: MO Public Service Commission, **Reference Number SGC010313**, P.O. Box 360, Jefferson City, MO 65102. For additional information, please visit <http://www.psc.mo.gov/>.

“An Equal Opportunity Employer M/F/V/D”