



## MISSOURI PUBLIC SERVICE COMMISSION

### JOB OPPORTUNITY

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#### ADMINISTRATIVE ANALYST I

The Public Service Commission is seeking an organized, detail-oriented person with strong interpersonal skills to fill a position in the Data Center Unit of our Jefferson City office.

This position will be specifically responsible to serve in an administrative role for the agency's e-filing and document management systems; provide Tier II support of systems; provide technical training; prepare reports, statistics, and other requested data; and research, gather and review materials responsive to Sunshine Requests and assist the Secretary to the Commission and Unit Manager with coordination, data identification retrieval, and resolution of requests. This position will also review and draft operational, technical, and procedural guides for systems and unit; will assist with tariff processes; serve as SOS SMART system expert for the agency; and coordinate records disposition requests and retention updates. Must have ability to perform other technical and clerical work requiring accuracy and independent judgment. Must possess the ability to effectively communicate via telephone, letter or in person with staff, utility company personnel, the public, and legal counsel.

**QUALIFICATIONS:** Four or more years of experience as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System or four or more years of technical or professional experience in public or business administration, and possession of a high school diploma or proof of high school equivalency. Personal computer experience, with working knowledge of Adobe and Microsoft Access required. Legal experience or familiarity with legal terms and practices is preferred.

Annual salary range is \$37,342 - \$42,097. Salary is commensurate with education and experience. Please send an application, resume, and provide a copy of each transcript from all colleges/universities attended by 5:00 pm **January 20, 2020** to: MO Public Service Commission, **Reference Number GC030120**, 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 [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

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