



## MISSOURI PUBLIC SERVICE COMMISSION

### JOB OPPORTUNITY

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#### ADMINISTRATIVE OFFICE SUPPORT ASSISTANT

The Missouri Public Service Commission is seeking a professional, motivated, detail-oriented, deadline-focused individual to work as an Administrative Office Support Assistant in our Administrative Support Department.

This position will perform a variety of responsible and complex clerical tasks including formatting staff testimony, staff recommendations, and administrative reports. This position also coordinates all travel arrangements, expense accounts, and many other duties that may be assigned to the Department.

**QUALIFICATIONS:** Graduation from high school and four years of responsible secretarial experience including one year at an advanced level or two years above the entry level. Personal computer experience required, with working knowledge of Microsoft Office, and specific experience in MS Word, Excel, and Adobe required. Must be customer focused with the ability to work harmoniously with staff. Familiarity with legal terms and concepts would be helpful.

Starting annual salary is \$32,688 with a potential increase following successful completion of a probationary period. To be considered for this position, please send an application, resume, a copy of each transcript from all colleges/universities attended, and a current documented typing score of 55 net wpm (typing test located on PSC internet page "Typing Test – AOSA") by 5:00 pm **June 1, 2018**, to: MO Public Service Commission, **Reference Number CS080618**, P.O. Box 360, Jefferson City, MO 65102 or via email at [pscjobs@psc.mo.gov](mailto:pscjobs@psc.mo.gov). For additional information and typing test, please visit [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

**"An Equal Opportunity Employer M/F/V/D"**