



## 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/Staff Counsel Department.

This position will perform a variety of responsible and complex clerical tasks including preparing and finalizing legal pleadings, correspondence, reports, and filing documents with the Commission, using electronic filing systems.

**QUALIFICATIONS:** Graduation from high school and four years of responsible secretarial experience with at least one year of legal office experience required. 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 and the public.

Starting annual salary is \$33,276 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 **December 1, 2017**, to: MO Public Service Commission, **Reference Number CS121217**, 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"**