



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ADMINISTRATIVE OFFICE SUPPORT ASSISTANT Legal Assistant

The Missouri Public Service Commission is seeking a professional, motivated, detail-oriented, deadline-focused individual to work as a Legal Assistant in our Office of Staff Counsel.

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 and State and Federal courts, using electronic filing systems when appropriate.

QUALIFICATIONS: Graduation from high school and four years of 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 and Excel required. Must be customer focused with the ability to work harmoniously with staff and the public.

Starting annual salary is \$31,800 with a potential increase following successful completion of a probationary period. To be considered for this position, please send application, resume and current documented typing score of 55 net wpm by **February 1, 2013**, to: MO Public Service Commission, **Reference Number SC010213**, P.O. Box 360, Jefferson City, MO 65102 or via email at pscjobs@psc.mo.gov. For additional information, please visit <http://www.psc.mo.gov/>.

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