



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ADMINISTRATIVE OFFICE SUPPORT ASSISTANT

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

This position will perform a variety of responsible and complex clerical tasks including preparing and finalizing legal pleadings, correspondence, reports, scheduling hearings, and filing documents with the Commission, 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. Familiarity with legal terms and concepts would be helpful.

Starting annual salary is \$32,052 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 all college transcripts and a current documented typing score of 55 net wpm by 5:00 pm **February 26, 2016**, to: MO Public Service Commission, **Reference Number GC010216**, P.O. Box 360, Jefferson City, MO 65102 or via email at pscjobs@psc.mo.gov. For additional information, please visit http://psc.mo.gov/General/Career_Opportunities.

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