



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 Staff Counsel Division.

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 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 \$32,628 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 **August 21, 2015**, to: MO Public Service Commission, **Reference Number SC050815**, 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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