



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

ADMINISTRATIVE SUPPORT ASSISTANT

The Missouri Public Service Commission is seeking a self-motivated, detail-oriented individual for an Administrative Support Assistant position within our Manufactured Housing Department in Jefferson City.

Job Posting Number: IA091025

Salary: Annual salary is \$43,541 plus benefits. *(The salary listed reflects the base pay rate. Verified prior state service, subject to applicable eligibility requirements, may increase total compensation.)*

Job Location: This position is located at 200 Madison Street, Jefferson City, MO 65102

Why you'll love this position:

The Missouri Public Service Commission regulates investor-owned electric, natural gas, steam, water and sewer utilities in Missouri. We ensure that Missourians receive safe and reliable utility services at just, reasonable and affordable rates. The Manufactured Housing Department is responsible by statute, Chapter 700, for the annual registrations of manufacturers, dealers, and installers of manufactured homes and modular units sold within the State. Manufactured Housing is the State Administrative Agency (SAA) for the U.S. Department of Housing and Urban Development (HUD) and is responsible for prescribing and enforcing uniform construction standards; the installation of manufactured homes and modular units including classrooms; approving plans for modular units; and enforcing tie-down anchoring requirements.

What you'll do:

- Handle and route telephone calls and written inquiries.
- Process registrations for manufacturers, dealers, installers.
- Process manufactured home and commercial unit plan approvals and seals.
- Process installer decal requests.
- Receive and process consumer complaints.
- Position may require occasional in-state travel.

All you need for success:

Minimum Qualifications

- Graduation from high school and;
- 1-3 years of experience in clerical or general office support work.
- A current documented typing score of 40 net wpm (typing test located on PSC internet page "Typing Test – Administrative Support Assistant").
- Must have strong interpersonal, communication, active listening, and writing skills.
- Personal computer experience required, with working knowledge of Microsoft Word, Excel, Access, and Internet applications required.
- Ability to work within a team setting or independently is required.
- Must have initiative and strong work ethic.

More reasons to love this position:

The State of Missouri offers an excellent benefits package that includes a defined pension plan, generous

amounts of leave and holiday time, and eligibility for health insurance coverage. Your total compensation is more than the dollars you receive in your paycheck. To help demonstrate the value of working for the State of Missouri, we have created an interactive Total Compensation Calculator. This tool provides a comprehensive view of benefits and more that are offered to prospective employees. The Total Compensation Calculator and other applicant resources can be found [here](#).

- Health insurance 1st of the month following start date.
- 10 hours paid sick and vacation time each month.
- 13 paid holidays.
- Optional life, medical, dental, and vision coverage.
- State employee pension plan and deferred savings program (with up to \$75 match).
- Potential telecommuting options, flexible work schedules, physical fitness opportunities, and tuition reimbursement.

If you have questions about this position please contact:

pscjobs@psc.mo.gov

To be considered for this position, please submit an application, resume, a copy of each transcript from all colleges/universities attended and a current documented typing score of 40 net wpm (test located on PSC internet page "Typing Test – Administrative Support Assistant") by 5:00 pm October 17, 2025. For additional information about this position, you may visit <https://mocareers.mo.gov/psc> or [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

To take the typing test, visit [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

The State of Missouri is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.