



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

DESIGNATED PRINCIPAL ASSISTANT GENERAL COUNSEL DIVISION

The Missouri Public Service Commission is seeking a motivated, detail-oriented individual to fill a Designated Principal Assistant position in the General Counsel Division.

This is a highly responsible and complex administrative support position that carries out both delegated and independent functions. Employee in this position must be highly organized and detail oriented. Duties include providing administrative support to the General Counsel and other division personnel, performing diverse administrative and office management responsibilities, case management and processing, legal research, complex/technical secretarial work, travel arrangements, and expense accounts. This position requires strict confidentiality and use of independent judgment in fulfilling responsibilities.

Qualifications: Professional legal secretarial training or four years of responsible secretarial experience with at least one year of legal office experience required. Minimum typing speed of 45 words per minute is required. Thorough knowledge of legal, government, and general office practices and procedures, terminology, Business English, spelling, punctuation and grammar required. Must be proficient in word processing, spreadsheet and database applications.

Annual salary is \$41,097.06. To be considered for this position, you must send an application, resume, provide a copy of each transcript from all colleges/universities attended, and a documented typing score by 5:00 pm on **March 27, 2018** to: MO Public Service Commission, **Reference #GC020318**, P.O. Box 360, Jefferson City, MO 65102 via e-mail to pscjobs@psc.mo.gov. For additional information, visit [http://psc.mo.gov/General/Career Opportunities](http://psc.mo.gov/General/Career_Opportunities).

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