



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

EFIS COORDINATOR

The Missouri Public Service Commission is looking for a self-directed, creative individual to join our Data Center Unit in our Jefferson City Office.

This position is primarily responsible for the support, documentation, and training duties for the Commission's e-filing system (EFIS) and the Commission's document management system (OnBase). This position is responsible for responding to users' EFIS and OnBase-related helpdesk tickets and developing and administering training courses for EFIS and OnBase. This position will also work with development staff to propose and test system enhancements.

QUALIFICATIONS: Four years work experience in the areas of business or public administration, legal, utility regulatory, or similarly specialized position responsible technical or professional work or in a capacity that would provide experience in automated office systems, quality management and workflow analysis, or information systems. Or graduation from an accredited four-year college or university with a degree or equivalent college coursework in areas that include, but are not limited to, information technology, business administration, management, or public administration. Working knowledge of Word, Excel, Outlook, PowerPoint, Intranet and Internet required. Proficiency in Access and Adobe required.

Starting annual salary range is \$39,984 - \$41,013.36 with a potential increase at the completion of a successful probationary period. To be considered for this position, please submit an application, resume, a copy of all transcripts, and a one to two page technical writing sample by 5:00 pm on **November 13, 2015**, to MO Public Service Commission, **Reference Number GC051115**, P.O. Box 360, Jefferson City, Missouri 65102 or 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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