



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

LEAD ADMINISTRATIVE SUPPORT ASSISTANT

The Missouri Public Service Commission is seeking a professional, motivated, detail-oriented, and deadline focused individual to work as a Lead Administrative Support Assistant within our Manufactured Housing Department in Jefferson City.

This position will perform a variety of responsible and complex clerical tasks including but not limited to, handling and routing telephone calls and written inquiries, processing of registrations for manufacturers, dealers, installers, and processing manufactured home and commercial unit plan approvals and seals, and installer decal requests. This position also receives and processes consumer complaints, requires the use of a variety of computer resources to maintain and update databases, prepares periodic summaries and reports, data entry of monthly reports and letter mail merging.

QUALIFICATIONS: Graduation from high school and four years of responsible secretarial experience including one year at an advanced level or two years above the entry level. Personal computer experience with working knowledge of Microsoft Office, and specific experience in MS Word, Excel, and Access required. Must be customer and team focused with the ability to work harmoniously with others at all levels of the Commission and the public.

Annual salary is \$49,000 plus benefits. Benefits include 13 paid holidays annually, 10 hours paid sick and vacation time each month, potential telecommuting options, flexible work schedules, physical fitness opportunities, and tuition reimbursement. The position also offers optional life, medical, dental and vision coverage, and the state employee pension plan. To be considered for this position, please send an application, resume, a copy of each transcript from all colleges/universities attended, and a current documented typing score of 45 net wpm (typing test located on PSC internet page "Typing Test – Lead Administrative Support Assistant") by 5:00 pm **December 20, 2024**, to: MO Public Service Commission, **Reference Number IA131224**, P.O. Box 360, Jefferson City, MO 65102 or via email at pscjobs@psc.mo.gov. For additional information and typing test, please visit <http://mocareers.mo.gov/psc> or http://psc.mo.gov/General/Career_Opportunities.

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