



JOB OPPORTUNITY

OPERATIONS SUPPORT TECHNICIAN

The Missouri Public Service Commission (PSC) is seeking an Operations Support Technician for its Budget and Fiscal Services Department in Jefferson City.

Job Posting Number: AD020626

Salary: Annual salary range for an Operations Support Technician \$45,000 - \$50,000 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, in addition to manufactured housing. We ensure that Missourians receive safe and reliable utility services at just, reasonable and affordable rates. The Budget and Fiscal Services Department functions are: to monitor and track expenditures from budget appropriations; to procure all office furniture and equipment, office supplies, data processing equipment and software and process contracts from outside professional services; prepare annual PSC assessment of regulated utility companies; to assist in preparing annual operating budget; to process and submit monies to the Department of Revenue for deposit into the PSC Fund, Deaf Relay Service Fund, General Revenue or Public School Fund; to maintain inventory records of non-expendable property; process all vendor payments and employee expense accounts; to process all out-of-state travel authorizations; and to issue state vehicles for use by the Commission and staff.

What you'll do:

- Assist with maintaining a small, centralized fleet; assist in arranging for maintenance and repairs; transports and retrieves vehicle to/from state garage; inspects vehicles to maintain cleanliness and overall appearance.
- Receives, stores, and issues a variety of supplies and minor office equipment; maintains stock inventory and conducts physical counts of supplies; arranges for orders of additional stock based on a predetermined order point.
- Sets priorities for outgoing mail; prepares material for mailing; schedules the delivery and pick up of agency mail; and processes and distributes incoming mail according to established procedures.
- Assists with surplus and disposal of assets as necessary.
- Coordinates recycling program; collects recyclable materials and schedules pick-up by appropriate agencies.
- Moving office furniture and other office equipment.
- Travels frequently to transport vehicles, equipment, and/or supplies.

All you need for success:

Minimum Qualifications

- 3-5 years of relevant experience.
- Valid driver's license required.
- Ability to lift or move up to 50 pounds.
- 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 at <https://pers.oa.mo.gov/applicants>.

- Health insurance 1st of the month following start date.
- 10 hours of 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.

- Potential flexible work schedules, physical fitness opportunities, and tuition reimbursement.

If you have questions about the position, please contact:

pscjobs@psc.mo.gov

To be considered for this position, please submit an application, resume, and a copy of each transcript from all colleges/universities attended by 5:00 pm June 5, 2026, to the MO Public Service Commission, PO Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information about this position, you may visit <https://mocareers.mo.gov/psc> or http://psc.mo.gov/General/Career_Opportunities.

The State of Missouri is an equal opportunity employer and is committed to developing and maintaining a talented workforce.