



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

PARALEGAL

The Missouri Public Service Commission is seeking a motivated, deadline-oriented individual to work as a Paralegal in our Adjudication Department.

The individual in this position will draft and process orders; conduct legal research and compile information as needed; facilitate and organize rulemaking filings with Secretary of State; maintain hearing calendars; maintain the agenda books and prepare minutes for each agenda meeting; prepare and maintain confidential information for Commission use; supervise the administrative office support assistants; prepare weekly reports for distribution to public; prepare annual case reports; and perform other administrative duties as assigned. Responsibilities are performed under direct supervision of an attorney.

Qualified candidates must possess a Paralegal Certificate or Associates Degree in legal studies or related field, **and** one year of experience utilizing paralegal skills in research and drafting legal documents; **or** five years of experience as a legal secretary. Minimum typing speed of 50 words per minute is required.

Annual salary range for the Paralegal position is \$41,797 - \$46,756. 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 50 net wpm (typing test located on PSC internet page "Typing Test – Paralegal") by 5:00 pm on **September 13, 2019**, to: MO Public Service Commission, **Reference Number GC030919**, P.O. Box 360, Jefferson City, MO 65102 or via email at pscjobs@psc.mo.gov. For additional information, please visit http://psc.mo.gov/General/Career_Opportunities.

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