



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

PERSONNEL CLERK

The Missouri Public Service Commission is seeking a motivated customer service driven, and detail-oriented individual with superior organizational skills to fill the Personnel Clerk position in our Jefferson City Human Resources Department.

This position performs a variety of Human Resource duties while supporting an agency of 200 employees. Duties include employee payroll and benefits, time keeping activities and reporting, records archival, and new employee orientation. Candidates should work well in a fast-paced team environment and have a working knowledge of general human resources practices and procedures.

This position requires four or more years of office experience, including one or more years of complex experience with a primary focus in hiring activities, personnel and payroll transactions, time and leave accounting, or other related human resources/personnel administration activities, and graduation from high school or a Bachelor's degree from an accredited college or university. The ability to communicate effectively, both orally and in writing is required, along with a working knowledge of Microsoft Word, Excel, and Access software applications. Experience working in the state SAM II HR/Payroll system preferred.

The starting annual salary range is \$32,688 - \$33,840 with a potential increase at the end of a successful probationary period. To be considered for this position, please send an application, resume, a copy of each transcript from all colleges/universities attended, and references by 5:00 pm **June 1, 2018** to: MO Public Service Commission, **Reference Number AD030618**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit http://psc.mo.gov/General/Career_Opportunities.

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