



## **MISSOURI PUBLIC SERVICE COMMISSION**

### **JOB OPPORTUNITY**

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#### **SENIOR OFFICE SUPPORT ASSISTANT**

The Public Service Commission is seeking an organized, detail-oriented person with strong interpersonal skills to fill a position in the Data Center Unit, of our Jefferson City office.

This position is responsible for the proper distribution of Commission Orders and Notices. This position maintains case dockets and service lists, receives and e-files legal documents and compliance filings, answers general inquiries regarding case filings and compliance filings, and provides user support for the e-filing system. Acts as database administrator by reviewing electronic submissions and ensuring that all data, attachments, and submission details are accurate. Maintains agency records using a document management system, and receives and responds to Sunshine Requests. Must have ability to perform other technical and clerical work requiring accuracy and independent judgment. Must possess the ability to effectively communicate via telephone, letter or in person with staff, utility company personnel, the public, and legal counsel.

**QUALIFICATIONS:** Graduation from high school and three years of clerical or general office support experience. Minimum typing speed of 45 words per minute must be on file or verified through a testing process. Personal computer experience, with working knowledge of Adobe and Microsoft Access required. Legal experience or familiarity with legal terms and practices is preferred.

The starting annual salary for this position is \$29,484 with a potential increase at the end of a successful probationary period. Please send an application, resume, provide a copy of each transcript from all colleges/universities attended, and documented typing score by 5:00 pm **February 23, 2018** to: MO Public Service Commission, **Reference Number GC010218**, P.O. Box 360, Jefferson City, Missouri 65102 or via e-mail to [pscjobs@psc.mo.gov](mailto: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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