



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

SUPPORT SERVICES TECHNICIAN

The Public Service Commission is seeking an organized, detail-oriented person with strong interpersonal skills to fill a position in the Budget and Fiscal Services Department, of our Jefferson City office.

This position is responsible for a variety of support service functions including but not limited to - processes and distributes incoming mail according to established procedures; receives, stores, and issues a variety of supplies and/or equipment; provides routine maintenance and/or minor repair on office equipment; archive retrieval and delivery; set-up and tear down for conferences/events; and run errands for the PSC as necessary.

QUALIFICATIONS: Graduation from high school and four or more years of office or related clerical experience (above the entry level), including one or more years in records management, storekeeping, mail management, hard copy reproduction, or a closely related area. Valid driver's license required.

The annual salary range for this position is \$29,368 - \$36,976. Please send an application, resume, and provide a copy of each transcript from all colleges/universities attended, by 5:00 pm **September 13, 2019** to: MO Public Service Commission, **Reference Number AD070919**, P.O. Box 360, Jefferson City, Missouri 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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