

Opening Date: November 30, 2012

Closing Date: December 13, 2012

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL



JOB OPPORTUNITY BULLETIN

TITLE: Account Clerk I, II, or III

FACILITATOR: Kristy Johnson
(573) 526-6336
kristy.johnson@mshp.dps.mo.gov

DESCRIPTION: This Account Clerk I, II, or III position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is an entry-level position where the employee prepares, processes, and performs routine bookkeeping and related clerical work in the maintenance and review of the Criminal Justice Information Services Division financial records. Work includes the posting of routine entries in ledgers, examining and coding financial documents, simple balancing operations and arithmetic computations of financial data in accordance with existing procedures. Duties may also involve receiving funds and verifying amounts. The employee in this class is closely supervised.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: **Account Clerk I:** Graduation from high school or possess a GED. **Account Clerk II:** Graduation from high school or possess a GED and at least one-year experience as an Account Clerk I or comparable experience. **Account Clerk III:** Graduation from high school or possess a GED and at least two years experience as an Account Clerk II or comparable experience. All applicants must possess the skill to type at a rate of 40 words per minute with ten (10) or less errors and take a typing test.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$881.00; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Account Clerk I, II, or III position, **must complete and submit** the Patrol's on-line application and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline of December 13, 2012. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current Patrol employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of January 7, 2013. The tentative start date for this position is within 30 days of the interview.

Opening Date: November 30, 2012

Closing Date: December 13, 2012

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol***
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**