

Opening Date: November 30, 2011

Closing Date: December 13, 2011

**JOB OPPORTUNITY BULLETIN**

**MISSOURI STATE HIGHWAY PATROL  
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

**TITLE:** CJIS Analyst

**LOCATION:** Jefferson City, Missouri

**FACILITATOR:** Amanda Renn  
(573) 526-6334  
[amanda.renn@mshp.dps.mo.gov](mailto:amanda.renn@mshp.dps.mo.gov)

**DESCRIPTION:** This CJIS Analyst 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 a responsible position where the employee analyzes, prioritizes and disseminates highly confidential information submitted by all law enforcement agencies. An employee in this position assists in identifying and resolving quality control and file integrity problems.

(For a more detailed job description go to:

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

**QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Business Administration, Public Administration or closely related field (emphasis will be given to those individuals possessing additional coursework in computer science, research methods or statistics) **OR** possess an Associate's Degree in Criminal Justice, Computer Information Sciences, Business Administration or closely related field and two years experience in the field of law enforcement, probation parole, courts administration or closely related field **OR** four years experience in law enforcement, probation and parole, courts administration or closely related field.

Employees of the Missouri State Highway Patrol's Criminal Justice Information Services Division must possess four years experience with at least one year experience at a level equal to or higher than a Criminal History Technician II, Fingerprint Technician II or Latent Technician.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,152.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this position **must complete and submit** the Patrol's on-line application prior to the application deadline of December 13, 2011. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to the application. Please visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete an **on-line** Application for Civilian Employment (ACE).

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of December 19, 2011. The tentative start date for this position is within 30 days of the interview.

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.

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**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**