



## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

### JOB OPPORTUNITY BULLETIN

**TITLE:** CJIS TRAINER/AUDITOR I (MULES/NCIC)

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**DESCRIPTION:** This CJIS Trainer/Auditor I position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Weldon Spring, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This position is responsible for providing on-going training and technical assistance on MULES and NCIC systems for the region assigned to the position posted. Training includes initial MULES certification, bi-annual recertification, and annual Terminal Agency Coordinator meetings. This position is responsible for maintaining the database containing training information for the MULES operators in the assigned area of responsibility. This position also acts as the primary point of contact between the Missouri State Highway Patrol and agencies that access MULES to include: 911 communications centers, sheriff's offices, police departments, courts, prosecuting attorney offices, Department of Corrections as well as various other state and federal agencies. This position requires the ability to work independently in a responsible and professional manner utilizing good judgment and initiative, however; general supervision is provided by an immediate supervisor to ensure conformance to established laws, policies, and procedures. Extensive travel via personal vehicle is required for this position.

**The following is the primary focus for the CJIS Trainer/Auditor I (MULES/NCIC) position assigned to Troop C Headquarters, Weldon Spring, Missouri:** This position will focus heavily on conducting MULES/NCIC training to federal, state and local law enforcement and criminal justice agencies. This training includes initial certification, recertification, specialized training, and terminal agency coordinator training as it relates to MULES/NCIC.

For a more detailed job description go to:

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

**QUALIFICATIONS:** Possess a Bachelor's Degree in Criminal Justice, Statistics, Computer Information Science, Business Administration, or closely related field and one year of qualifying *technical/field* work experience in the areas of law enforcement, MULES, or criminal justice. Prior dispatching/operator experience and/or POST certified law enforcement experience is preferred **OR** five years qualifying *technical/field* work experience in the areas of law enforcement, MULES, or criminal justice. Prior dispatching/operator experience and/or POST certified law enforcement experience is preferred.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,420.50; however salary may be commensurate with applicable experience and education.

**Opening Date:** December 5, 2012

**Closing Date:** December 18, 2012

**APPLICATION PROCEDURE:** Individuals interested in this CJIS Trainer/Auditor I position must submit the Patrol's on-line application prior to the application deadline of December 18, 2012. Resumes will not be accepted in lieu of 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 \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current 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 3, 2013. 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.

**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\*\*\*  
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