

Opening Date: July 3, 2014

Closing Date: July 31, 2014



## COMMERCIAL VEHICLE ENFORCEMENT DIVISION JOB OPPORTUNITY BULLETIN

### STATEWIDE

**TITLE:** COMMERCIAL VEHICLE ENFORCEMENT INSPECTOR I (CVE INSPECTOR I)

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**DESCRIPTION:** There are numerous CVE Inspector positions available within the Missouri State Highway Patrol. The official domicile for these positions will depend on the location of the scale houses within the assigned Troops. These positions are classified as non-exempt under the Fair Labor Standards Act.

**Applicants selected for these positions are required to work days, nights, weekends, and holidays. Working hours vary by location and will be explained in detail at the time of the interview.**

The Human Resources Division will contact each applicant to determine their location(s) of interest. There are currently positions available at each of the following scale houses, listed under the respected Troop Headquarters:

**Troop A Headquarters - Lee's Summit, Missouri**

- Harrisonville
- Kearney
- Mayview
- Platte City

**Troop D Headquarters - Springfield, Missouri**

- Joplin

**Troop E Headquarters - Poplar Bluff, Missouri**

- Caruthersville
- Steele

**Troop C Headquarters - Weldon Spring, Missouri**

- Bloomsdale
- Foristell
- St. Clair

**Troop H Headquarters - St. Joseph, Missouri**

- Watson

**POSITION SUMMARY:** This is an entry-level position where the employee weighs and inspects commercial vehicles to detect violations of state and federal law and regulations that pertain to their operation. The employee must be able to accommodate shift work and working outdoors during inclement weather conditions. Work is performed under close supervision by a designated supervisor. An employee at this level will be on probation for at least six months.

For a more detailed job description go to:

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

**QUALIFICATIONS:** Graduation from high school or possess a GED, be at least twenty-one years of age at the time of appointment, and possess and maintain a valid driver license.

Must be able to successfully complete the first available ten-week Basic Commercial Vehicle Inspector training course as approved by the Superintendent of the Missouri State Highway Patrol (nine weeks in Jefferson City, Missouri, and one week at the assigned location) as well as an on-the-job training program.

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Uniformed civilian employees will not have tattoos or brands that a reasonable person would find offensive, such as those depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will not have tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while wearing any official uniform. All tattoos and/or brands in violation of this order will be removed or altered to gain compliance, depending on the criteria, prior to the end of the sixth month of their employment.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,196.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in any CVE Inspector position within the specified Troops must submit the Patrol's on-line application prior to the application deadline of July 31, 2014. Resumes will not be accepted in lieu of the application. All applicants will only need to submit one application, even if they are interested in multiple locations. Each applicant meeting the minimum qualifications will be contacted directly to see which locations they are interested in working and to schedule testing.

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.

**TESTING AND INTERVIEW PROCESS:** A written examination will be conducted at various Troop Headquarters. The testing will take approximately two hours and is tentatively scheduled for the week of August 11, 2014, but may be later due to unforeseen circumstances. The Human Resources Division will call to schedule testing as applications are received.

Interview boards are tentatively scheduled for the week of September 8, 2014, but may be later due to unforeseen circumstances, and will be conducted at the Missouri State Highway Patrol's General Headquarters, Jefferson City, Missouri.

The start date for these positions is scheduled for January 5, 2015. On that date, the selected applicants will complete orientation at the Missouri State Highway Patrol General Headquarters in Jefferson City, Missouri, and begin the required ten-week training. Room and board will be provided to the selected applicants while attending training in Jefferson City, Missouri.

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\*\*\***

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