

Opening Date: August 23, 2012

Closing Date: September 6, 2012



HUMAN RESOURCES DIVISION Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: CLERK TYPIST I, II, OR III - SCANNING

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DESCRIPTION: This Clerk Typist position is assigned to the Missouri State Highway Patrol's Human Resources 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 position is responsible for scanning personnel files and other human resources related documents into electronic format. Various clerical support duties are also performed. The employee is expected to exercise discretion in handling sensitive and confidential information. An employee in this position is closely supervised; however, independent judgment is expected in the performance of routine duties.

For a more detailed job description go to:

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

QUALIFICATIONS: **Clerk Typist I:** Graduation from high school or possess a GED. **Clerk Typist II:** Graduation from high school or possess a GED **AND** possess at least one year experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Graduation from high school or possess a GED **AND** possess at least two years experience as a Clerk Typist 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.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$856.00; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Clerk Typist position **must complete and submit** the Patrol's on-line application **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. 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 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 September 17, 2012. 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.

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