

Opening Date: July 16, 2010
2010

Closing Date: July 29,

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
HUMAN RESOURCES DIVISION

TITLE: Clerk Typist I, II, or III - Switchboard

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Farley
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DESCRIPTION: This Clerk Typist I, II, or III position is assigned to the Human Resources Division within the Missouri State Highway Patrol's General Headquarters. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for the efficient operation of the general headquarters switchboard. Work requires alertness and accuracy in answering and transferring calls. Work includes general receptionist work and performing routine clerical tasks. The employee is expected to exercise discretion in handling sensitive and confidential information. The employee in this position is closely supervised; however, independent judgment is expected in the performance of routine duties. The employee in this position works under general supervision and refers non-technical problems to a supervisor. When applicable, the employee will also train relief operators.

(For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/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 ability to type 40 words per minute with 10 or less errors.

SALARY RANGE: (Semi-monthly) **Clerk Typist I:** \$839.00 - \$1,091.50

Clerk Typist II: \$890.50 - \$1,188.50

Clerk Typist III: \$991.50 - \$1,339.50

APPLICATION PROCEDURE: Individuals interested in the Clerk Typist I, II, or III position **must complete and submit** the Patrol's on-line application on or before the posted deadline. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete our **on-line** Application for Civilian Employment (ACE). A passing typing test must be submitted (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline.

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current employees who meet the minimum qualifications set forth in the attached job description may apply

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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 August 16, 2010.

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.

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, national origin, age, disability status, or any other non-merit factor.

*****Missouri State Highway Patrol***
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