
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
TROOP D HEADQUARTERS

TITLE: Clerk Typist I, II, or III

LOCATION: Troop D Headquarters - Springfield, MO

FACILITATOR: Lieutenant Brian E. Jones (417) 895-6767 ext. 245
brian.jones@mshp.dps.mo.gov

DESCRIPTION: The Clerk Typist I, II, or III position is assigned to the Missouri State Highway Patrol's Troop D Headquarters. The official domicile is Springfield, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position performs typing and clerical work and performs routine office work, which follows well-established procedures and can be readily learned by on-the-job training. Detailed instructions are given at the beginning of work and on subsequent new assignments. Duties performed follow established procedures and the employee is expected to work independently within given guidelines. *(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 a 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 this position must submit the Patrol's Application for Employment **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. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above. **Copy of typing test must be attached to the completed application.**

Individuals who have completed an application for a position within the last six months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than six months, the applicant must submit a new application.

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 14, 2009. 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.

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