

Opening Date: August 10, 2011

Closing Date: August 23, 2011

JOB OPPORTUNITY BULLETIN

**MISSOURI STATE HIGHWAY PATROL
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

TITLE: Criminal History Technician I or II (Record Check Section)

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This Criminal History Technician position is assigned to the Record Check Section of the Missouri State Highway Patrol's Criminal Justice Information Services 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 is highly responsible technical work in the area of criminal history in the Criminal Justice Information Services Division. An employee in this class performs diversified duties in the area of criminal history file integrity. The employee coordinates the flow of incoming data from National Crime Information Center (NCIC), Missouri, and out-of-state agencies to ensure that records are entered and kept with the best quality and integrity, and assists in identifying and resolving criminal history file integrity problems. General supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

The following is a more detailed position summary for the Criminal History Technician within the Record Check Section: This position is responsible for receiving, processing and disseminating criminal record histories requested by the general public and authorized agencies. An employee in this position must be able to greet, assist, perform walk-in record checks (name searches and fingerprint) and warrant checks at the CJIS public window. This position requires the employee to be able to respond to inquiries, by telephone or in person according to Missouri Sunshine Law and departmental policy. Employees in this position perform a range of duties associated with processing criminal history record checks for non-criminal justice purposes.

(For a more detailed job description go to:

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

QUALIFICATIONS: **Criminal History Technician I:** Completion of 60 college credit hours with an emphasis in Criminal Justice or related field OR two years of experience in the Criminal Justice Information Services Division of the Missouri State Highway Patrol. (Combination of experience as an AFIS Entry Operator or Fingerprint Technician at any level with an in-depth knowledge of the criminal justice system and a comprehensive knowledge of past and current operations in CJIS, i.e., rules, regulations, procedures and state and federal laws) OR a combination of two years education and experience in Criminal Justice or related field. **Criminal History Technician II:** Two years as a Criminal History Technician I or comparable experience.

SALARY RANGE: The minimum starting salary is \$1,047.00 (semi-monthly); however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Criminal History Technician position, within the Record Check Section, **must submit** the Patrol's on-line application **and take a typing test** (<http://www.assesstyping.com/test/start?accountid=mshp-hrd>) prior to the application deadline of August 23, 2011. 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)**. A typing test score of 40 wpm w/ 10 or less errors must be achieved to be considered for the position of Criminal History Technician.

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Applicants interested in being considered for both Criminal History Technician positions that are currently posted must submit an application for each position/section.

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 6, 2011. 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.

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