
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
CRIME LABORATORY DIVISION

TITLE: Criminalist II or III - Drug Chemistry

LOCATION: Willow Springs, Missouri

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DESCRIPTION: The Drug Chemistry Criminalist II or III position is assigned to the Troop G Willow Springs Laboratory within the Crime Laboratory Division at the Missouri State Highway Patrol. The official domicile is Willow Springs, Missouri. This position is classified as nonexempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position performs technical work in the scientific analysis of controlled substances. An employee in this position participates in a formal and on-the-job training program. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

QUALIFICATIONS: Applicants must possess a bachelor's degree from an accredited college or university in one of the natural sciences or closely related field. College coursework must include 20 hours of chemistry, including two semesters of general chemistry with laboratory, two semesters of organic chemistry, and one semester of organic chemistry laboratory. An organic chemistry laboratory that is integrated into a 4 or 5 hour organic chemistry course will satisfy the laboratory requirement. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements. Both overall academic record and applicable job experience will be factors for consideration; however, prior job experience will not replace the minimum academic requirement. Applicants must also possess at least two years experience as a Criminalist I - Chemistry or comparable experience.

STARTING SALARY: (bi-monthly) Criminalist II: \$1,806.00
Criminalist III: \$2,003.50

APPLICATION PROCEDURE: Individuals interested in Criminalist - Drug Chemistry position **must complete and submit** the Patrol's on-line application on or before the posted deadline. College transcripts can be uploaded and attached to the application. 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). Official college transcripts may be required prior to the interview.

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 stated above 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 June 21, 2010 at the Troop D Satellite Laboratory in Springfield, Missouri. The tentative start date for this position is within 30 days of the interview.

Polygraph Examination: The applicant must undergo and successfully complete a polygraph examination, administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable to be tested. If an accommodation is needed, the applicant must discuss that with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows: employment history, traffic record, financial history, current illegal drug usage, record of criminal convictions, and basic honesty.

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, favorable background investigation, and the results of a medical or psychological testing, when required.

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
Human Resources Division
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