

Opening Date: December 8, 2010

Closing Date: December 21, 2010

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
TROOP I HEADQUARTERS

TITLE: Driver Examiner I, II, or III

LOCATION: Rolla, Missouri

FACILITATOR: Lieutenant James W. Remillard (573) 368-2345 ext. 220 james.remillard@mshp.dps.mo.gov

DESCRIPTION: This Driver Examiner position is assigned to the Missouri State Highway Patrol's Troop I Headquarters. The official domicile for this position is Rolla, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position conducts a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Employee interacts with the public on a daily basis in reference to all facets of the driver examination process. (For a more detailed job description go to:

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

QUALIFICATIONS: **Driver Examiner I:** Possess a high school diploma or GED. Be at least 21 years of age. Possess and maintain a valid Driver License. No convictions of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude. Pursuant to General Order 26-04, employees who work in positions where interaction with the public or representatives of other agencies is likely, will conform to the same standards as uniformed civilians in regard to body piercing, brands, and tattoos. Applicants will not be hired for uniformed civilian positions if they have any tattoos or brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while wearing any official uniform. **Driver Examiner II:** Meet all requirements for Driver Examiner I, plus possess one-year experience as a Driver Examiner I. **Driver Examiner III:** Possess at least 3 years experience as a Driver Examiner with the Missouri State Highway Patrol and have served at least two years as a Driver Examiner II.

SALARY RANGE: The minimum starting salary is \$1,116.00 (semi-monthly).

APPLICATION PROCEDURE: Individuals interested in this Driver Examiner position **must complete and submit** the Patrol's on-line application on or before the deadline of December 21, 2010. 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). 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 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 January 10, 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, 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 *****
Troop I Headquarters
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