

Opening Date: May 4, 2011

Closing Date: May 18, 2011

JOB OPPORTUNITY

**MISSOURI STATE HIGHWAY PATROL
TROOP C HEADQUARTERS**

TITLE: Driver Examiner I, II, or III

LOCATION: Troop C Headquarters (St. Louis Area)
Current vacancies are at the following Driver Examination Stations:

Koch Road Driver Examination Station/CDL Site - 3180 Koch Road, St. Louis, MO 63125
Deer Creek Driver Examination Station - 3256 Laclede Station Road, St. Louis, MO 63143
St. Charles Driver Examination Station - 2495 Raymond Drive, St. Charles, MO 63301

FACILITATOR: Sergeant Ronald J. Miesner
(636) 300-2800 ext. 3354
ronald.miesner@mshp.dps.mo.gov

DESCRIPTION: These Driver Examiner positions are assigned to the Missouri State Highway Patrol's Troop C Headquarters. The official domiciles for these positions are St. Louis and St. Charles, Missouri. These positions are 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: (Semi-monthly) The minimum starting salary is \$1,116.00; however salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals interested in these Driver Examiner positions **must submit** the Patrol's on-line application prior to the application deadline. 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).

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 Driver Examiner job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

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Interview boards are tentatively scheduled for the week of May 31, 2011. The tentative start date for this position is within 30 days of the interview.

Applicants selected for an interview will be asked in which locations they would prefer to work. Applicants will not be able to change this location after the interview process.

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.