

Opening Date: May 25, 2012

Closing Date: June 8, 2012



## TROOP C HEADQUARTERS Missouri State Highway Patrol

### JOB OPPORTUNITY BULLETIN

**TITLE:** DRIVER EXAMINER I, II or III

**FACILITATOR:** Sergeant Ronald Miesner  
(636) 300-2800 Ext. 3354  
[ronald.miesner@mshp.dps.mo.gov](mailto:ronald.miesner@mshp.dps.mo.gov)

**DESCRIPTION:** There are numerous Driver Examiner positions available within the Missouri State Highway Patrol's Troop C Headquarters. These positions are located at the Driver Examination Stations listed below. The official domiciles are also listed below. These positions are classified as non-exempt under the Fair Labor Standards Act.

Chouteau Driver Examination Station - 3101 Chouteau Avenue, St. Louis, MO 63103  
Deer Creek Driver Examination Station - 3256 Laclede Station Road, St. Louis, MO 63143  
Hazelwood Driver Examination Station - 7250 North Lindbergh Boulevard, Hazelwood, MO 63042  
Jennings Driver Examination Station - 8501 Lucas and Hunt Road, St. Louis, MO 63136  
Koch Road Driver Examination Station/CDL Site - 3180 Koch Road, St. Louis, MO 63125  
Manchester Driver Examination Station - 701 Big Bend Road, Manchester, MO 63021  
North Traveling Crew - Meets daily in St. Claire, MO, and travels accordingly.  
Pevely Examination Station - 301 Main Street, Pevely, MO 63070  
St. Charles Driver Examination Station - 2495 Raymond Drive, St. Charles, MO 63301  
South Traveling Crew - Meets daily in Park Hills, MO, and travels accordingly.

**All applicants selected for an interview will be asked in which locations they would prefer to work.**

**POSITION SUMMARY:** An employee within this classification conducts a variety of driver license examinations to determine the eligibility of individual applicants for licensure. The 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 three 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 applicable experience and education.

**Opening Date:** May 25, 2012

**Closing Date:** June 8, 2012

**APPLICATION PROCEDURE:** Individuals interested in a Driver Examiner position 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](http://www.mshp.dps.mo.gov) to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

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.

Interview boards are tentatively scheduled for the week of June 25, 2012. The tentative start date for 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.

**\*\*\*Missouri State Highway Patrol\*\*\*  
Troop C Headquarters  
891 Technology Drive  
Weldon Spring, MO 63304  
Phone/TDD (636) 300-2800  
Fax (636) 300-2741**