

JOB OPPORTUNITY
MISSOURI STATE HIGHWAY PATROL
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

TITLE: Fingerprint Technician I, II, or III (2nd Shift)

LOCATION: General Headquarters
Jefferson City, MO

FACILITATOR: Amanda Farley
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DESCRIPTION: The Fingerprint Technician I, II, or III position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. This position is assigned to the 2nd shift. The 2nd shift hours are 3:30 p.m. to 12:00 a.m. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. The hours for this position are rotating, to include weekend and holiday coverage.

POSITION SUMMARY: An employee in this position performs advanced technical and complex work involving the classification, searching, comparison and filing of criminal and applicant fingerprints. An employee in this position will participate in an on-the-job training program and attend and successfully complete certification classes pertaining to the job. The employee exercises independent judgment and initiative in the performance of the assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies and procedures. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

QUALIFICATIONS:

Fingerprint Technician I: Graduation from high school or possess a GED.

Fingerprint Technician II: Graduation from high school or possess a GED and at least one-year experience as a Fingerprint Technician I or comparable experience.

Fingerprint Technician III: Graduation from high school or possess a GED and at least two years experience as a Fingerprint Technician II or comparable experience.

SALARY RANGE (Semi-monthly) **Fingerprint Technician I:** \$1,024.00 - \$1,414.00
Fingerprint Technician II/III: \$1,116.00 - \$1,554.00

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline of April 7, 2010. Applicants must receive a score of 40 wpm with 10 or less errors to qualify. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

Current employees who meet the minimum qualifications set forth in the attached 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 April 19, 2010. The tentative start date for these positions 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*****
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