Opening Date: November 29, 2012 **Closing Date:** December 12, 2012

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

TITLE: **Fingerprint Technician I, II, or III**

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DESCRIPTION: This Fingerprint Technician position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. *This position is assigned to the 2nd shift - 4:00 p.m. to 3:00 a.m., with alternating 3:00 a.m. coverage. An employee in this position will work rotating weekends and holidays.* The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

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/CivilianJobDescriptions/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. All applicants must possess the skill to type at a rate of 40 words per minute with ten (10) or less errors and take a typing test

SALARY RANGE (Semi-monthly): The minimum starting salary is $1,044.50 (semi-monthly); however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Fingerprint Technician I, II, III position, **must complete and submit** the Patrol's on-line application and typing test (http://mshp-hrd.AssessTyping.com) prior to the application deadline of December 12, 2012. 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 previously completed an application must access their profile in the ACE system to re-apply.

Current Patrol 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 (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of January 7, 2013. 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 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.

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