

Opening Date: July 15, 2013

Closing Date: July 26, 2013



### JOB OPPORTUNITY BULLETIN

**TITLE:** INSURANCE CLERK

**FACILITATOR:** Liz Stokes  
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**DESCRIPTION:** This Insurance Clerk position is assigned to the Missouri State Highway Patrol's Human Resources Division. 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:** This is responsible technical work in the area of benefits processing. An employee in this position coordinates the Patrol's life and medical insurance programs, dental and vision programs, cafeteria plans, and death benefits and serves as a liaison between the Patrol, the Missouri Department of Transportation (MoDOT), and the administering insurance company. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by a designated superior.

For a more detailed job description go to:

<http://10.101.152.85/HP26Intra/HiringSelection/HRD/JobDescriptions/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** Graduation from high school or possess a GED; and possess at least two years of responsible clerical experience (i.e., Clerk Typist III or comparable level of work).

**SALARY RANGE (Semi-Monthly):** The minimum starting salary is \$1,102.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's on-line application prior to the application deadline of July 26, 2013. 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 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 August 5, 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.

**HUMAN RESOURCES DIVISION - INSURANCE CLERK**

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**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\*\*\*  
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