
JOB OPPORTUNITY BULLETIN

**MISSOURI STATE HIGHWAY PATROL
CRIME LABORATORY DIVISION**

TITLE: Laboratory Evidence Technician I or II

LOCATION: Troop D Satellite Laboratory
Springfield, Missouri

FACILITATOR: Liz Stokes (573) 526-6335
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DESCRIPTION: The Laboratory Evidence Technician I or II position is assigned to the Troop D Satellite Laboratory within the Crime Laboratory Division of the Missouri State Highway Patrol. The official domicile for this position is Springfield, Missouri. This position is classified as nonexempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a technical position where the employee is responsible for receiving, securing, and returning physical evidence submitted to the laboratory by law enforcement agencies for analysis in criminal cases. Work involves general clerical duties (e.g., answering telephone inquiries, typing and maintaining various laboratory records and files, etc.); cleaning, and monitoring of laboratory equipment; working with biological and chemical hazards; administering preliminary tests; processing evidence for latent prints; completing discipline specific forms; and communicating with law enforcement agencies, attorneys, and various state agencies in reference to cases or evidence samples. An employee in this position may come in contact with contaminated materials while handling evidence. An employee in this position participates in a formal and on-the-job training program. (For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>

QUALIFICATIONS: **Laboratory Evidence Technician I:** Graduation from high school or possess a GED.

Laboratory Evidence Technician II: Two years as a Laboratory Evidence Technician I or comparable experience.

STARTING SALARY (Semi-Monthly): The minimum starting salary is \$1,047.00; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application prior to the application deadline of January 11, 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).

Current employees who meet the minimum qualifications for the Laboratory Evidence Technician position may apply through the Human Resources Division by submitting a 15C Intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of January 30, 2012, at the Troop D Satellite Laboratory in Springfield, Missouri. The tentative start date for this position is within 30 days of the interview.

Polygraph Examination: The applicant must undergo and successfully complete a polygraph examination, administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable for them to be tested. If an accommodation is needed, the applicant must discuss this with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows: employment history, traffic record, financial history, current illegal drug usage, record of criminal convictions, and basic honesty.

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, polygraph examination 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 / Human Resources Division
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