
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
CRIMINAL LABORATORY DIVISION

TITLE: Laboratory Evidence Technician I or II

LOCATION: Jefferson City, Missouri

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DESCRIPTION: Laboratory Evidence Technician I or II position is assigned to the General Headquarters Laboratory within the Crime Laboratory Division at the Missouri State Highway Patrol. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is an entry-level 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/salarySchedule.html>.)

QUALIFICATIONS: Laboratory Evidence Technician I: Graduation from high school or possess a GED. Must possess a valid Missouri drivers' license within thirty days of the time of appointment. Must provide a DNA sample to be used only for forensic identification as required at the time of appointment. The employee is expected to participate in an on-the-job training program and attend any other specific courses during the training period, which are deemed necessary by the division director.

Laboratory Evidence Technician II: Meet the requirements for a Laboratory Evidence Technician I **and** two years as a Laboratory Evidence Technician I or comparable experience.

STARTING SALARY: (bi-monthly) Laboratory Evidence Technician I: \$1,047.00 - \$1,443.50
Laboratory Evidence Technician II: \$1,116.00 - \$1,554.00

APPLICATION PROCEDURE: Individuals interested in Lab Evidence Technician position **must complete and submit** the Patrol's on-line application on or before the posted deadline. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete our **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current employees who meet the minimum qualifications stated above may apply through the Human Resources Division by submitting a SHP-15C intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of August 16, 2010 in Jefferson City, 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 to be tested. If an accommodation is needed, the applicant must discuss that 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, 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, Human Resources Division
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