

Opening Date: July 8, 2011

Closing Date: July 21, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
COMMUNICATIONS DIVISION

TITLE: Probationary Communications Technician/Tower Support Specialist

LOCATION: Communications Division - Radio Shop
Jefferson City, Missouri

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DESCRIPTION: This Probationary Communications Technician is located within the Radio Shop of the Missouri State Highway Patrol's Communications Division, Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. The official domicile for this position is Jefferson City, Missouri.

POSITION SUMMARY: This entry-level position requires skilled work in the installation and removal of mobile communications equipment. Technicians should have general knowledge of technical terminology and procedures that relate to the installation process. Work primarily involves the preparation of equipment for installation, assembly of mounting hardware, constructing platforms and brackets and installing equipment interfaces. Work is performed under the close oversight of a designated supervisor who reviews work both during and upon completion.

The primary function of this position is to assist the designated tower and antenna engineer with duties associated with tower site installation and maintenance, and deals directly with contractors in coordinating work assignments

(For a more detailed job description go to:

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

QUALIFICATIONS: Graduation from high school or possess a GED, and possess at least two years experience installing electronic equipment or comparable experience (or graduation from an accredited two-year technical school with an emphasis in electronics, telecommunications, computer technology, or network data communications systems) and must meet the qualifications outlined in Section 43.060 RSMo.

Must be at least twenty-one years of age at the time of appointment.

Must be a resident of Missouri at time of appointment.

Must be of good character and never been convicted of a felony or any crime involving moral turpitude.

Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniformed civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform. Radio Personnel will adhere to hair regulations pertaining to length, style, and color. Radio Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. Radio Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.

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Must successfully complete a six-month radio trainee period, followed by a twelve-month probationary period.

SALARY RANGE: The minimum starting salary is \$1,436.00 (semi-monthly).

APPLICATION PROCEDURE: Individuals interested in the Probationary Communications Technician position must **submit** the Patrol's on-line application on or before the deadline of July 21, 2011. 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 set forth in the Probationary Communications Technician job description may apply through the Human Resources Division. Current employees must submit both the Patrol's on-line application and a SHP-15, intradepartmental letter of application, which includes a resume, through channels prior to the application deadline.

****Applications for lateral transfer will be considered before those involving reclassification.****

Written Examinations will be held at the Missouri State Highway Patrol's Training Academy, Jefferson City, Missouri. Applicants selected for testing will be contacted by telephone to schedule their testing. All applicants not selected for testing will be notified by U.S. mail.

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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