

Opening Date: October 16, 2014

Closing Date: October 29, 2014



### JOB OPPORTUNITY BULLETIN

**TITLE:** QUALITY CONTROL CLERK I OR II

**FACILITATOR:** Madison Vance  
(573) 526-6334  
[madison.vance@mshp.dps.mo.gov](mailto:madison.vance@mshp.dps.mo.gov)

**DESCRIPTION:** This Quality Control Clerk I or II position is assigned to the Missouri State Highway Patrol's Commercial Vehicle Enforcement 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 a technical clerical position. The employee is responsible for performing quality control and maintaining the integrity of state commercial vehicle enforcement information by processing Driver/Vehicle inspection information and Commercial Vehicle Accidents information into the Federal SAFETYNET system. Work is performed under general supervision and the employee is expected to adhere to 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:** **Quality Control Clerk I:** Graduation from high school or possess a GED and one year experience as a Clerk II or comparable experience. **Quality Control Clerk II:** Two years experience as a Quality Control Clerk I or comparable experience. All applicants must possess the ability to type at a rate of 40 words per minute with 10 or less errors.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$955.50; 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 and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline of October 29, 2014. 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 November 10, 2014. 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.

**Opening Date:** October 16, 2014

**Closing Date:** October 29, 2014

**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\*\*\***

**General Headquarters**

**1510 E. Elm Street, P.O. Box 568**

**Jefferson City, MO 65102-0568**

**Phone/TDD (573) 751-3313**

**Fax (573) 751-9924**