

Opening Date: April 7, 2010

Closing Date: April 20, 2010

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**JOB OPPORTUNITY**  
**MISSOURI STATE HIGHWAY PATROL**  
**CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

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**TITLE:** Senior CJIS Manager - UCR Unit

**LOCATION:** General Headquarters; Jefferson City, Missouri

**FACILITATOR:** Amanda Farley  
(573) 526-6334  
[amanda.farley@mshp.dps.mo.gov](mailto:amanda.farley@mshp.dps.mo.gov)

**DESCRIPTION:** The Senior CJIS Manager position is assigned to the Missouri State Highway Patrol General Headquarters, Jefferson City, Missouri. The official domicile for this position is Jefferson City, Missouri. This position is classified as exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** The individual assigned to this position is responsible for the Missouri Uniform Crime Reporting Program and Incident Based Reporting System (UCR/MIBRS). This is advanced professional, technical, and consultative work that involves developing, organizing, implementing, and directing all activities associated with program administration, including coordination of computer information technology services and activities. This individual develops, coordinates, provides, and oversees statewide training for Uniform Crime Reporting and Incident Based Reporting Systems, including use and support of various computer applications used in collection and submission of data. Additional responsibilities include development and oversight of statewide auditing of agency compliance with UCR/MIBRS policies and data quality standards, the FBI's CJIS security policy, and MULES/NCIC policies and standards. *(For a more detailed job description go to:*

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

**QUALIFICATIONS:** Four years of professional experience in systems administration, supervision, project management, Uniform Crime Reporting, or other related experience. Graduate work in computer science, computer information systems, business administration/management, criminal justice administration or closely related areas may be substituted on a year-for-year basis for a maximum of two years of the stated general experience **AND** graduation from an accredited four-year college or university required in one of the following fields: business administration/management, criminal justice administration or closely related areas. In addition, at least 15 semester hours in computer science, computer information systems, statistics, research design or other closely related areas would be desirable to effectively perform this job.

**SALARY RANGE:** (Semi-monthly) **Senior CJIS Manager** \$1,916.00 - \$2,795.00

**APPLICATION PROCEDURE:** Individuals interested in this position must complete the Patrol's Application for Employment and submit official college transcripts (unofficial internet copies will not be accepted) prior to the application deadline of April 20, 2010. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov), or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application. 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 and resume through channels prior to the application deadline.

The interview board is tentatively scheduled for the week of April 26, 2010. 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.

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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, 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\*\*\*  
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