

Opening Date: August 8, 2014

Closing Date: OPEN UNTIL FILLED

ASSISTANT SUPERINTENDENT'S OFFICE Missouri State Highway Patrol



TITLE: SPECIAL ASSISTANT - PARALEGAL

FACILITATOR: Kristy Johnson
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DESCRIPTION: This Special Assistant - Paralegal position is assigned to the Assistant Superintendent's Office within the Missouri State Highway Patrol. 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 administrative position where the employee primarily conducts research and provides analytical and paralegal support to the assistant superintendent and individuals providing legal assistance to the Patrol, to include the Department of Public Safety (DPS) General Counsel and the Attorney General's Office (AGO). An employee in this position assists with tracking sunshine law requests and responses, rulemaking proposals and reviews of legislative proposals and fiscal notes. Considerable independent judgment is expected in the performance of routine duties.

For a more detailed job description go to:

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

QUALIFICATIONS: Possess a four-year degree in Legal Studies, Criminal Justice, Business Administration, Finance, Accounting, or related field (comparable work experience in finance/accounting, criminal justice administration, or courts administration, may be substituted on a year-for-year basis for the required education) AND Possess at least five years experience in an administrative position performing advanced technical or paralegal work.

SALARY RANGE (Semi-monthly): Salary range will be determined at time of hire.

APPLICATION PROCEDURE: Individuals interested in this Special Assistant - Paralegal position must submit the Patrol's on-line application. 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 \(ACE\)](#). 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.

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.

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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