
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
MISSOURI INFORMATION ANALYSIS CENTER

TITLE: Temporary Clerk
(Variable shifts to include evenings, weekends, and holidays)

LOCATION: General Headquarters, Jefferson City, MO

FACILITATOR: Liz Stokes (573) 526-6335; liz.stokes@mshp.dps.mo.gov

DESCRIPTION: This temporary position is assigned to the Missouri Information Analysis Center at the Missouri State Highway Patrol General Headquarters. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. *This position is approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This is entry level to advanced level temporary work in which the individual analyzes and assesses criminal information of a confidential nature via specialized analytical and informative state and federal databases. The employee is responsible for disseminating information to appropriate personnel and outside agencies. Work is performed under general supervision. *(For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)*

QUALIFICATIONS: Must be a high school graduate or possess a GED. Preference may be given to applicants who possess a Bachelor Degree in criminal justice, or related field; or 4 years of comparable technical or analytical experience in a criminal justice agency, military agency, or related field. Applicant must be a resident of Missouri at the time of appointment. Applicant must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri Information Analysis Center and pass a secret level Department of Homeland Security background.

SALARY RANGE: (Semi-monthly) Commensurate with Experience

APPLICATION PROCEDURE: Individuals interested in this position **must complete and 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 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.

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, 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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