

Opening Date: June 16, 2010

Closing Date: Open Until Filled

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**JOB OPPORTUNITY BULLETIN**

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**MISSOURI STATE HIGHWAY PATROL  
TROOP D HEADQUARTERS**

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**TITLE:** Temporary Driver Examiner Clerk      **LOCATION:** Nevada, Missouri

**FACILITATOR:** Lieutenant William D. Choate (417) 895-6767 ext. 2223 [bill.choate@mshp.dps.mo.gov](mailto:bill.choate@mshp.dps.mo.gov)

**DESCRIPTION:** The Temporary Driver Examination Clerk is assigned to the Nevada Travel Crew within Troop D Headquarters for the Missouri State Highway Patrol. The official domicile is Nevada, 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 a specialized temporary position in which the employee performs the responsibilities of conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. The employee interacts with the public on a daily basis reference all facets of the drivers' examination process. An employee in this position may be assigned or transferred from one examination site or CDL test site to another as needed within the troop. An employee in this position cannot administer driving skills tests. Work is performed under close supervision. *(For a more detailed job description go to:*

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

**QUALIFICATIONS:** Possess a high school diploma or GED. Be at least 18 years of age. No convictions of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude. Pursuant to General Order 26-04, employees who work in positions where interaction with the public or representatives of other agencies is likely will conform to the same standards as uniformed civilians in regard to body piercing, brands, and tattoos. Uniformed civilian employees hired after January 25, 1995, will not have tattoos or brands that a reasonable person would find offensive, such as tattoos or brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will not be hired for uniformed civilian positions if they have any tattoos or 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 wearing any official uniform.

**SALARY:**      **\$9.03 per hour**

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's Application for Employment prior to the application deadline. 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.

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 \* Troop D Headquarters  
3131 East Kearney Street \* Springfield, MO 65803-5044  
Phone/TDD 417-895-6767\* Fax 417-895-6877**