Opening Date: June 8, 2010 **Closing Date:** Open Until Filled

JOB OPPORTUNITY

MISSOURI STATE HIGHWAY PATROL
TROOP F HEADQUARTERS

TITLE: Temporary Driver Examiner Clerk **LOCATION:** Troop F Columbia DE Station

FACILITATOR: Lieutenant David E. Earney (573) 526-6329 *213 david.earney@mshp.dps.mo.gov

DESCRIPTION: This Temporary Driver Examiner Clerk is assigned to the Missouri State Highway Patrol's Troop F Headquarters. The official domicile for this position is Columbia, 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 temporary position where the employee is responsible for 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 driver's examination process. Decisions are made relative to passing or failing of applicants based on well-defined guidelines. An employee in this position may be assigned or transferred from one examination site or CDL test site to another as needed within a troop. An employee in this position *cannot* administer driving skills tests. Work is performed under general supervision. (*For a more detailed job description go to: http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html.)*

QUALIFICATIONS: Graduation from high school or possess a GED; must be at least 18 years of age; must never been convicted 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 RANGE: $9.03/hour

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment. 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, 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.

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 - Troop F Headquarters*****
P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-1000 Fax (573) 751-6814