

**JOB OPPORTUNITY**  
**MISSOURI STATE HIGHWAY PATROL**  
**TRAFFIC RECORDS DIVISION**

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**TITLE:** Temporary Typist

**LOCATION:** Jefferson City, Missouri

**FACILITATOR:** Christina Suthoff (573) 526-6340  
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**DESCRIPTION:** The Temporary Typist position is assigned to the Missouri State Highway Patrol's Traffic Records Division. 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 an entry-level position where the employee is responsible for accurately encoding data into the computer database via the personal computer. An employee in this position is closely supervised. An employee in this position encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required; precodes accident reports, and/or court records, and/or other source documents; alphabetizes, transports, files, and purges records/documents; receives, stamps, sorts, photocopies, microfilms, scans, and repacks records/documents; performs other related duties as assigned. (For a more detailed job description go to:  
<http://www.mshp.dps.missouri.gov/MSHPWWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>

**QUALIFICATIONS:** Graduation from a high school or possess a GED. Applicants must possess the ability to type 40 words per minute with 10 or less errors.

**SALARY RANGE:** \$9.03 per hour

**APPLICATION PROCEDURE:** Individuals interested in this position **must complete and submit** the Patrol's on-line application **and take a typing test** (<http://www.assesstyping.com/test/start?accountid=mshp-hrd>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete an **on-line** Application for Civilian Employment (ACE).

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 and a favorable background investigation.

**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.

**\*\*\*Missouri State Highway Patrol\*\*\***  
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