

Opening Date: January 14, 2011

Closing Date: January 28, 2011

JOB OPPORTUNITY
MISSOURI STATE HIGHWAY PATROL
TRAINING DIVISION

TITLE: Video Production Specialist

LOCATION: Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This Video Production Specialist position is assigned to the Missouri State Highway Patrol's Training Division. 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 responsible technical work in the application of production techniques in creating, directing, producing and operating multi-media aids. Work also includes set-up of production equipment and assisting other personnel in the operation of multi-media equipment. The employee is responsible for maintaining all records of the division's charge-back program utilized by other agencies requesting training and other media. General supervision is provided by a designated superior who reviews work primarily for determining achievement of program goals. *(For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>).*

QUALIFICATIONS: **Video Production Specialist I:** Graduation from an accredited four-year college or university with a degree in radio and television production, cinematography and video productions, mass communications, or related field or comparable experience. **Video Production Specialist II:** Meet the minimum requirements for a Video Production Specialist I AND two years professional and technical experience in multi-media production, to include script writing, graphics, image manipulation software, audio, editing, and lighting techniques.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,191.50; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the Video Production Specialist position **must complete and submit** the Patrol's on-line application on or before the deadline of January 28, 2011. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts by the application deadline. Official copies will be required for the applicant selected for the position. Resumes will not be accepted in lieu of the application. Applicants selected for an interview will be required to provide a video reel of their previous work. Please visit our website at www.mshp.dps.mo.gov to complete an **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.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of February 7, 2011. The tentative start date for this position is within 30 days of the interview.

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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.

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 favorable background investigation.

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, national origin, age, disability status, or any other non-merit factor.

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