

## Recruiting

1-800-796-7000

[www.motrooper.com](http://www.motrooper.com)



### **Emergency Assistance**

1-800-525-5555

or Cellular \*55

### **Road Conditions**

1-888-275-6636

### **Published by:**

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1510 East Elm Street

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573-751-3313

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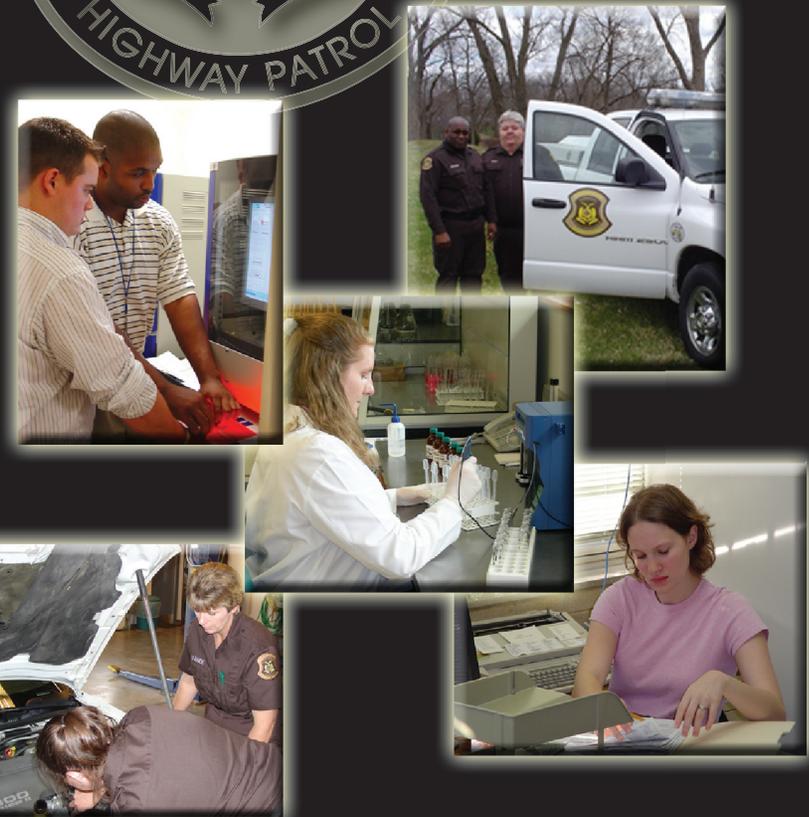
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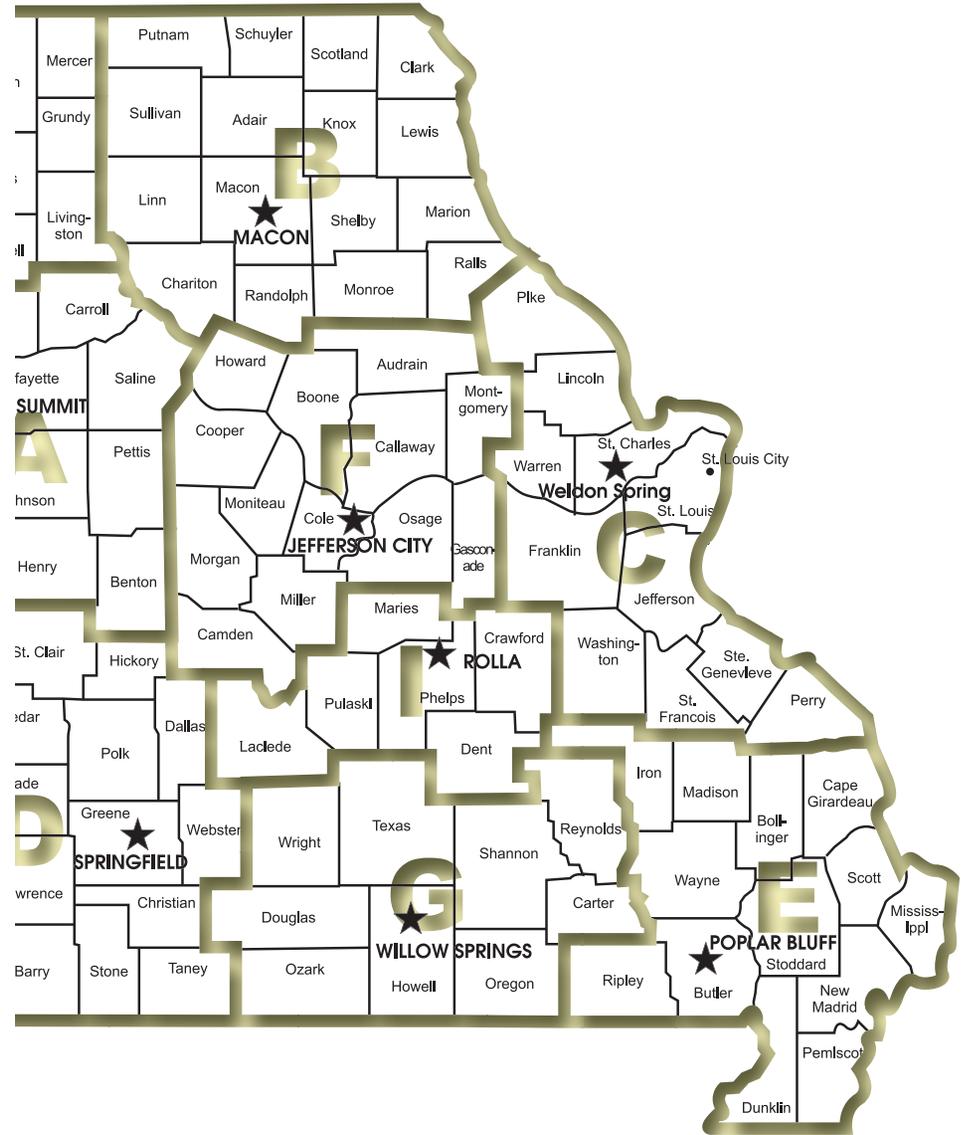
*An Internationally Accredited Agency*

SHP-836 H 12/2015

# Highway Patrol Careers



## Uniformed & Civilian Civilian Opportunities



*Thank you for your interest in employment  
with the Missouri State Highway Patrol.*

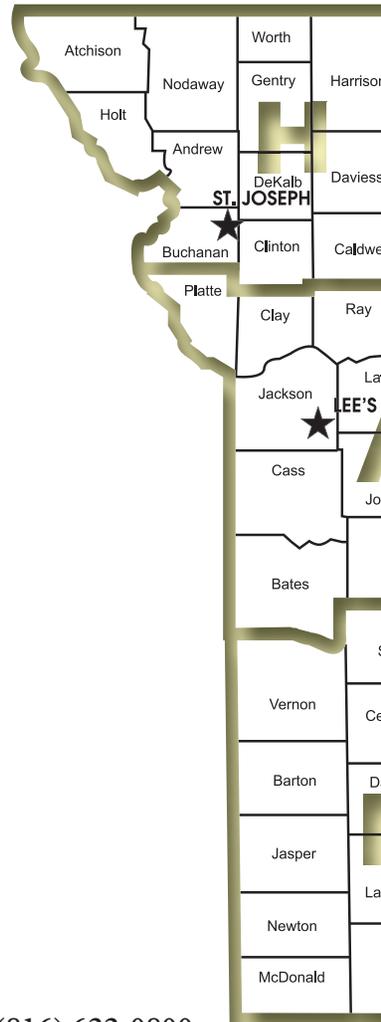
## For Additional Information, Please Contact:

General Headquarters  
Human Resources Division  
1510 East Elm Street  
Jefferson City, MO  
(573) 526-6117  
(800) 796-7000

www. <http://www.mshp.dps.mo.gov>

OR

Recruiting (800) 796-7000  
[www.motrooper.com](http://www.motrooper.com)



This booklet provides information on both uniformed civilian and civilian careers with the Missouri State Highway Patrol. Information regarding the proper application process is included, also.

## Uniformed Civilian Careers —

### Driver Examiner —

A driver examiner administers written, visual, oral, and road examinations to applicants for all classes of driver licenses. They grade examinations and determine whether test results meet licensure requirements. They conduct off-street testing, observe and evaluate applicants performing pre-trip inspections and basic control maneuvers on road driving tests, and administer motorcycle skills tests. Examiners prepare, submit, and maintain records, reports, and files of applicants for licenses and instruction permits. Personnel in this position interact with the public on a daily basis.



Examiners prepare, submit, and maintain records, reports, and files of applicants for licenses and instruction permits. Personnel in this position interact with the public on a daily basis.

## Troop Locations

Troop A	—	Lee's Summit	(816) 622-0800
Troop B	—	Macon	(660) 385-2132
Troop C	—	Weldon Spring	(636) 300-2800
Troop D	—	Springfield	(417) 895-6868
Troop E	—	Poplar Bluff	(573) 840-9500
Troop F	—	Jefferson City	(573) 751-1000
Troop G	—	Willow Springs	(417) 469-3121
Troop H	—	St. Joseph	(816) 387-2345
Troop I	—	Rolla	(573) 368-2345

## Motor Vehicle Inspector —

A motor vehicle inspector examines and evaluates inspection stations and mechanics on a regular basis. Their purpose is to ensure stations are in compliance and inspections are conducted in accordance with all requirements and established regulations. They investigate applicants for station permits to determine if the premises, equipment, and personnel meet the requirements and regulations. This position also involves inspecting and re-inspecting vehicles and school buses, and the auditing mechanics who performed the original inspections. Motor vehicle inspectors are able to locate and verify confidential vehicle identification numbers, motor and transmission numbers, and other identifying factors of salvage, rebuilt, reconstructed, and specially constructed vehicles to identify stolen vehicles and parts.

They check vehicles and issue window tint permits and advise individuals when they are not in compliance with the laws. They also answer inquiries in reference to motor vehicle inspections from attorneys, prosecutors, judges, the public, station owners, and Patrol personnel. Motor vehicle inspectors interact with the public on a daily basis.



Questions regarding the application process should be directed to the Human Resources Division at General Headquarters, 1510 East Elm Street, Jefferson City, Missouri 65101, 573-526-6117 or 800-796-7000.

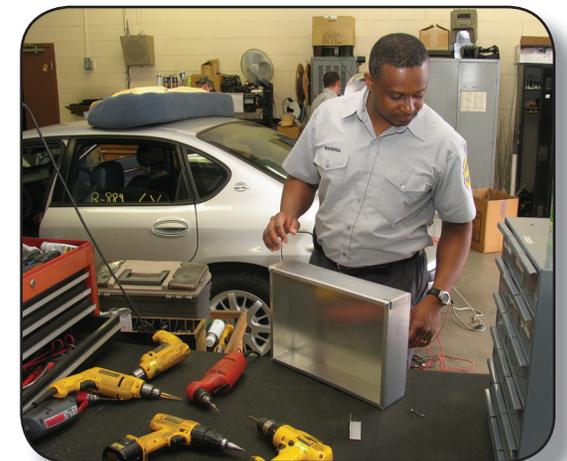
## Selection Criteria:

Applications are evaluated against the specific qualifications and requirements for the vacant position. Often, many applicants meet the minimum qualifications; therefore, the applications must be reviewed and consideration given to specific knowledge, skills, and abilities. Minimum requirements vary by position. Please review the detailed job descriptions on our website.

Individuals selected for interviews will be contacted and will take part in a panel interview. Final offer of employment is contingent upon a successful background investigation, drug screen, and in some cases, a polygraph examination.

## Benefits —

Our comprehensive state benefit package consists of health insurance, life insurance, paid holidays, vacation and sick leave accruals, long-term disability, and retirement.



## The Application Process —

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### *For All Civilian Positions:*

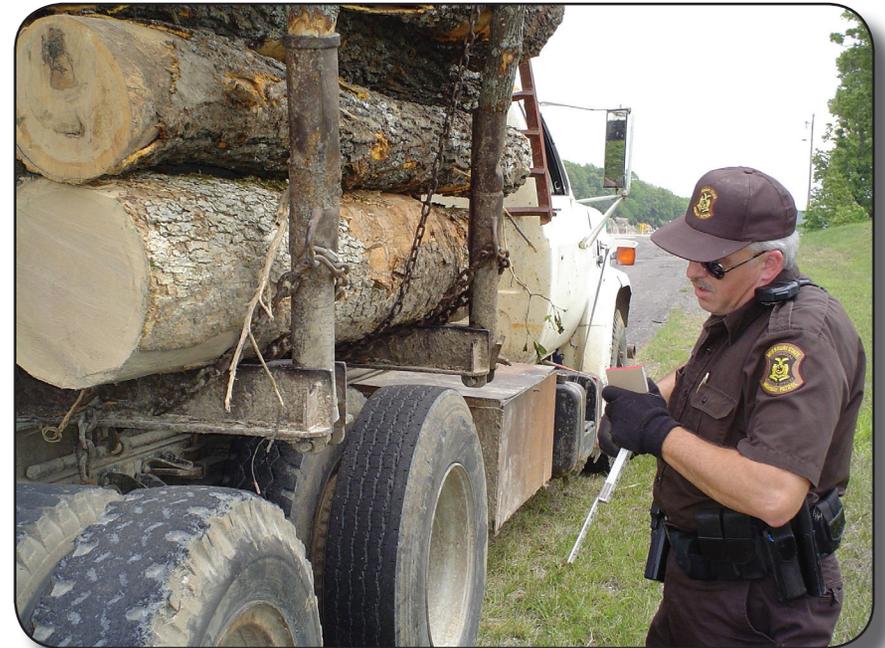
Applications are available on our website through the MSHP online application system and are submitted electronically. Applicants without access to a computer should contact the facilitator for assistance in applying for current vacancies. A resume cannot be substituted for the application. College transcripts and resumes can be attached electronically to the application.

Individuals applying for a position which requires a typing test must complete the on-line typing test available through our web site. (The Patrol accepts typing tests completed from the link available on the Patrol's Internet/Intranet website or at a Missouri Career Center. Previous typing tests completed through the state of Missouri merit system will also be accepted.) Individuals who have previously completed an application can login to the MSHP online application system and update their information at any time. The system also provides the ability to apply for multiple vacancies.



## *Commercial Vehicle Enforcement Inspector —*

Commercial vehicle enforcement inspectors weigh and inspect commercial vehicle traffic on Missouri highways and interstates. They perform safety and regulatory inspections of drivers, commercial vehicles, and cargo. Work involves the operation of permanent weigh stations for the purpose of determining compliance with all applicable state commercial vehicle regulations and hazardous material requirements. Commercial vehicle enforcement inspectors interact with the public on a daily basis.



## Civilian Careers —

(positions that do not require a college degree)

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The Patrol has a variety of positions at troops and General Headquarters that do not require a college degree. These positions range from traditional office/clerical work to those requiring some technical skills and more hands-on duties. The office/clerical positions require the ability to type 40 wpm with 10 errors or less. Technical skills may include bookkeeping, building/grounds maintenance, cooking, automotive certification, communications, or experience in criminal justice work. Examples of technical and clerical positions are: account clerk, administrative office support assistant, automotive technician, fiscal and budgetary analyst, laboratory evidence technician, personnel records clerk, and quality control clerk. All job descriptions can be viewed on our website: <http://www.mshp.dps.missouri.gov/MSPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/SalarySchedule.html>



## Civilian Careers —

(positions requiring a college degree)

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The following professional positions are available within the Missouri State Highway Patrol: accountant, buyer, computer information technologist, criminal intelligence analyst, criminalist, human resources analyst, CJIS Trainer/Auditor, Public Information Specialist, and video production specialist. These positions are primarily assigned to General Headquarters, located in Jefferson City. However, criminalist positions are assigned also to the satellite laboratories in Macon, Park Hills, Springfield, Carthage, Cape Girardeau, Willow Springs, and St. Joseph.

