

POSTING DATE: July 24, 2019

CLOSING DATE: Open Until Filled



COMMUNICATIONS DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1050

TITLE: TEMPORARY CLERK (RADIO SHOP ADMINISTRATION)

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DESCRIPTION: A Temporary Clerk position exists within the Radio Shop of the Missouri State Highway Patrol's Communications 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: An employee in this position is responsible for the ancillary duties that support the assembly and tracking of equipment in new and reassigned Missouri State Highway Patrol vehicles. This position is also responsible for imperative data entry and clerical tasks supporting the Communications Division's Radio Shop. Work is performed under direct supervision.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: Graduation from high school or possess a GED.

Ability to type 40 words per minute with ten (10) errors or less.

SALARY RANGE (Semi-monthly): \$10.13.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at www.mshp.dps.mo.gov to complete and submit an [application](#) and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

The tentative start date for this position is within 30 days of the interview. Interviews will be scheduled as applications are received.

ADDITIONAL INFORMATION: 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 background investigation and Patrol administered drug test.

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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.

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
GENERAL HEADQUARTERS**

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