

POSTING DATE: October 16, 2019

CLOSING DATE: October 29, 2019



## TRAINING DIVISION MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 1123

**TITLE:** CLERK TYPIST I, II, OR III (ADMINISTRATIVE SERVICES)

**FACILITATOR:** Kate Boeckman  
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**DESCRIPTION:** A Clerk Typist position exists within the Missouri State Highway Patrol's Training Division. The official domicile for this position is Jefferson City, Missouri. Working hours for this position are Monday through Friday from 8:00 a.m. to 4:30 p.m. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is an entry-level position where the employee serves as receptionist. Additionally, this individual performs typing and clerical work of ordinary difficulty. An employee of this class performs routine office work and follows well-established procedures, which can be readily learned by on-the-job training. An employee in this class is closely supervised.

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

**QUALIFICATIONS:** **Clerk Typist I:** Graduation from high school or equivalent. **Clerk Typist II:** Graduation from a high school or equivalent and one year experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Graduation from high school or equivalent and possess at least two years experience as a Clerk Typist II or comparable experience.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$999.00; however, salary may be commensurate with experience.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at [www.mshp.dps.mo.gov](http://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.

Interview boards are tentatively scheduled for the week of November 12, 2019. The tentative start date for this position is within 30 days of the interview.

**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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