

POSTING DATE: August 28, 2020

EXTENDED CLOSING DATE: Open Until Filled



PATROL RECORDS DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1275

TITLE: TEMPORARY PROFESSIONAL
(Non-Patrol Accident Records Section)

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DESCRIPTION: A Temporary Professional position exists within the Missouri State Highway Patrol's Patrol 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 a temporary position where the employee is responsible for receiving, processing, and disseminating motor vehicle and boating crash records/data relating to the Statewide Traffic Accident Records System (STARS), U.S. Coast Guard's Boating Accident Report Database (BARD), and Accident Request Tracking Systems. Personnel process incoming manual and electronic records based on various report standards/rules and/or database field specifications, return incorrect or incomplete records, answer technical questions pertaining to the aforementioned systems and reporting requirements of crash reports, and review existing records for conflicting and/or erroneous information. Personnel also process requests for STARS or BARD records/data in accordance with federal and state laws and Patrol/division policies. Close supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

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

QUALIFICATIONS Possession of a high school diploma or equivalent, AND completion of 60 college credit hours with an emphasis in Criminal Justice, Statistics, Business Administration, or related field OR two years experience in the field of criminal justice to include motor vehicle crash reports and/or analysis of data, or a combination of two years education and experience in criminal justice. Individuals with law enforcement experience may be given preference.

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

SALARY RANGE (Hourly): \$14.65, 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 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.

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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.

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.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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.