

POSTING DATE: September 22, 2020

CLOSING DATE: October 5, 2020



TROOP A HEADQUARTERS

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1279

TITLE: **MOTOR VEHICLE INSPECTOR SUPERVISOR**

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DESCRIPTION: A Motor Vehicle Inspector Supervisor position exists within the Missouri State Highway Patrol's Troop A Headquarters. The official domicile for this position is Lee's Summit, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is responsible supervisory work in directing, monitoring, and coordinating the activities of Motor Vehicle Inspectors. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. The MVI Supervisor interacts with the public and station personnel on a daily basis reference all facets of the Motor Vehicle Inspection program. Extensive travel during working hours is required. The employee exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures. An employee in this position may be reassigned or transferred in a Troop at the discretion of the commanding authority.

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

QUALIFICATIONS: Possession of a high school diploma or equivalent AND possess at least three years of experience as a Motor Vehicle Inspector with the Missouri State Highway Patrol and be classified as a Motor Vehicle Inspector III.

NECESSARY SPECIAL REQUIREMENTS: Must successfully complete a job-related examination specified by the Director of the Motor Vehicle Inspection Division.

Must successfully complete the department's supervision course within one year of appointment as a Motor Vehicle Inspector Supervisor.

Must possess and maintain a valid driver license.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,585.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Current Motor Vehicle Inspection personnel interested in this position must access the Patrol's [intranet](#) to complete and submit an [application](#) 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.

Written examinations and interview boards are tentatively scheduled for the week of October 19, 2020.

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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.

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.

Patrol personnel 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.