POSTING DATE: September 24, 2020 **CLOSING DATE:** October 7, 2020

TROOP F HEADQUARTERS

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1285

TITLE: **CLERK TYPIST I, II, OR III**

FACILITATOR: Lieutenant Craig Kicker
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DESCRIPTION: A Clerk Typist position exists within Troop F Headquarters. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position performs routine clerical work while following well-established procedures, which can be readily learned by on-the-job training. Detailed instructions are given at the beginning of work on subsequent new assignments. The employee is expected to exercise discretion in handling sensitive and confidential information. An employee in this position is closely supervised; however, independent judgment is expected in the performance of routine duties.

Click HERE for a more detailed job description.

QUALIFICATIONS: Clerk Typist I: Possession of a high school diploma or equivalent. **Clerk Typist II**: Possession of a high school diploma or equivalent and possess one year experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Possession of a high school diploma or equivalent and possess 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 $1,029.00; 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 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 October 19, 2020. 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.

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.