

POSTING DATE: January 11, 2021

EXTENDED CLOSING DATE: Open Until Filled



MISSOURI INFORMATION ANALYSIS CENTER

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1348

TITLE: TEMPORARY PROFESSIONAL

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DESCRIPTION: A Temporary Professional position exists within the Missouri State Highway Patrol's Missouri Information Analysis Center. 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 an entry to advanced level position responsible for the initial intake of information for the Missouri Information Analysis Center (MIAC). The individual provides basic services, which includes receiving, gathering, analyzing, and disseminating information. Direct supervision is received from the designated supervisor.

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

QUALIFICATIONS: Possession of a high school diploma or equivalent and possess two years of responsible clerical, customer service, or analytical experience.

NECESSARY SPECIAL REQUIREMENTS: Must be a resident of Missouri at the time of appointment and must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol.

SALARY RANGE (Hourly): \$15.20

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> 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.

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.

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.