



PATROL RECORDS DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1419

TITLE: CLERK TYPIST III/CLERK IV

FACILITATOR: Kate Boeckman
(573) 526-6335
kate.boeckman@mshp.dps.mo.gov

DESCRIPTION: A Clerk Typist III/Clerk IV 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.

POSITION SUMMARY: This position provides administrative and secretarial support. This position maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Work includes varied clerical and secretarial duties requiring knowledge of office routine and an understanding of departmental procedures. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the division director.

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

QUALIFICATIONS: **Clerk Typist III:** Possession of a high school diploma or equivalent and possess two years experience as a Clerk Typist II or comparable experience. **Clerk IV:** Possession of a high school diploma or equivalent and possess at least five years clerical experience with the Patrol (two years of this experience must be at Clerk Typist III, Stenographer III, or higher) or possess at least seven years experience as a Secretary, Office Manager, or responsible clerical work outside the Patrol.

NECESSARY SPECIAL REQUIREMENTS: Completion of a typist test.

SALARY RANGE (Semi-monthly): The minimum starting salary for a Clerk Typist III is \$1,224.00, and for a Clerk IV is \$1,332.00; however, salary may be commensurate with experience.

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](#) 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 May 12, 2021. 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.

POSTING DATE: March 31, 2021

EXTENDED CLOSING DATE: April 27, 2021

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.