

POSTING DATE: April 30, 2021

CLOSING DATE: August 1, 2021



## COMMERCIAL VEHICLE ENFORCEMENT DIVISION MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 1442

**TITLE:** COMMERCIAL VEHICLE OFFICER I OR II  
(13th Class)

**FACILITATOR:** Caitlan Elley ▪ (573) 526-6336 ▪ [caitlan.elley@mshp.dps.mo.gov](mailto:caitlan.elley@mshp.dps.mo.gov)

**DESCRIPTION:** Several Commercial Vehicle Officer positions are available within the Missouri State Highway Patrol. These positions are classified as non-exempt under the Fair Labor Standards Act. Applicants selected for these positions are required to work days, nights, weekends, and holidays. Working hours vary by location and will be explained in detail at the time of the interview.

**The start date for these positions is January 3, 2022.** On that date, the selected applicants will complete orientation and begin the required classroom training, at the Missouri State Highway Patrol General Headquarters in Jefferson City, Missouri. Room and board will be provided to the selected applicants while attending training.

The Human Resources Division will contact each applicant to determine their location(s) of interest. Although there may not be a current opening at each location, all are listed in the event a position becomes available:

**Troop A Headquarters:** Kearney, Harrisonville, Mayview, and Platte City

**Troop B Headquarters:** Macon

**Troop C Headquarters:** Bloomsdale, Foristell, and St. Clair

**Troop D Headquarters:** Joplin

**Troop E Headquarters:** Caruthersville, Charleston, and Steele

**Troop F Headquarters:** Jefferson City

**Troop G Headquarters:** Willow Springs

**Troop H Headquarters:** Eagleville, St. Joseph, and Watson

**POSITION SUMMARY:** Under close supervision, this individual participates in an extensive training program in order to gain the knowledge, skills, and abilities necessary to be certified as a Commercial Vehicle Officer (CVO) with the Missouri State Highway Patrol. The employee must be able to accommodate shift work and working outdoors in extreme weather conditions.

Click [HERE](#) for a more detailed job description. Please visit the Commercial Vehicle Division Website for more information at [www.mshpcvo.com](http://www.mshpcvo.com).

**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 upload an Additional Commercial Vehicle Officer Applicant Information form ([Click Link to Access Form](#)) 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.

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**QUALIFICATIONS:** Possession of a high school diploma or equivalent.

**NECESSARY SPECIAL REQUIREMENTS:** Must be at least twenty-one years of age at the time of appointment.

Must be a citizen of the United States.

Must possess and maintain a valid driver license at the time of appointment.

Must obtain and maintain a valid CVE commission.

Must successfully pass CVO Physical Agility Testing (PAT).

Must successfully pass a polygraph examination, a psychological examination, and a medical examination after a conditional offer of employment.

Must possess and maintain a Missouri Class A POST license; OR must successfully graduate from a Department of Public Safety approved law enforcement academy with a POST Class A license, or meet the requirements to obtain a POST Class A license through the veteran officer exam process.

Must be able to successfully complete the first available Basic CVO training course, and the required CVO field training program, as approved by the Superintendent of the Missouri State Highway Patrol.

Must be of good character and have never been convicted of a felony or any crime involving moral turpitude, or have any pending indictment for any offense involving moral turpitude.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

Pursuant to the federal Gun Control Act, any person who has ever been convicted of a misdemeanor involving domestic violence is prohibited from possessing any firearm or ammunition. The law defines a misdemeanor crime of domestic violence as an offense, under either state or federal law, where the crime has "as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon; committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim."

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,615.00; however, salary may be commensurate with experience.

**TESTING AND INTERVIEW PROCESS:** A written examination, job related Physical Agility Test (PAT), and interview will be conducted at the Missouri State Highway Patrol General Headquarters located in Jefferson City, Missouri. Testing and interviews are tentatively scheduled for August 2021, and the Human Resources Division will call to schedule testing and interviews as applications are received.

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**ADDITIONAL INFORMATION:** Employment with the Missouri State Highway Patrol is contingent upon undergoing and successfully completing a polygraph examination, background investigation, psychological evaluation, a medical examination, and a Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

**Polygraph Examination:** The polygraph examination will be administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable for them to be tested. If an accommodation is needed, the applicant must discuss this with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows: employment history, traffic record, financial history, past and current illegal drug usage, record of criminal convictions, and basic honesty.

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.