

POSTING DATE: June 10, 2021

CLOSING DATE: June 23, 2021



FIELD OPERATIONS BUREAU MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1481

TITLE: SPECIAL ASSISTANT

FACILITATOR: Madison Crisp
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DESCRIPTION: A Special Assistant position exists with the Missouri State Highway Patrol's Field Operations Bureau. 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 fiscal and administrative support to the Field Operations Bureau. Work includes maintaining a close and highly responsive relationship to the day-to-day activities of the bureau, as well as knowledge and 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 direct supervisor.

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

QUALIFICATIONS: Possession of a high school diploma or equivalent, and possess seven years experience with the Patrol, or possess nine years experience outside the Patrol, in administrative and/or clerical duties.

Preference may be given to applicants possessing experience in duties comparable to that of an advanced-level fiscal, administrative, and/or clerical function.

NECESSARY SPECIAL REQUIREMENTS: Completion of a typing test.

SALARY RANGE (Semi-monthly): The minimum starting salary will commensurate with applicable experience and education.

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 July 5, 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.

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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. The Missouri State Highway Patrol is a Drug Free Workplace.

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.