

POSTING DATE: September 23, 2021

CLOSING DATE: Open Until Filled



**CRIMINAL JUSTICE INFORMATION
SERVICES DIVISION
MISSOURI STATE HIGHWAY PATROL**

CAREER OPPORTUNITY BULLETIN

JOB ID: 1564

TITLE: CJIS TECHNICIAN I, II, OR III
(Sex Offender Registry Unit)

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DESCRIPTION: A CJIS Technician position exists within the Sex Offender Registry Unit of the Missouri State Highway Patrol's Criminal Justice Information Services 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 receives, processes, and disseminates criminal record histories requested by the general public and authorized agencies and is responsible for entering, updating, verifying, and maintaining records within various databases and manual files. An employee in this position is closely supervised until training is successfully completed; then general supervision is received from a designated supervisor.

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

QUALIFICATIONS: **CJIS Technician I:** Successful completion of sixty 60 credit hours from a college or university; or possession of a high school diploma or equivalent and two years of work experience utilizing the knowledge, skills, and abilities associated with this position. **CJIS Technician II:** Possess a Bachelor's degree in a related field; or two consecutive years of experience as a CJIS Technician I within the Missouri State Highway Patrol's CJIS Division, and may be required to successfully complete skill assessment evaluations for a CJIS Technician I. **CJIS Technician III:** Possess a Bachelor's degree in a related field, and two years of work experience utilizing the knowledge, skills, and abilities associated with this position; or two consecutive years of experience as a CJIS Technician II within the Missouri State Highway Patrol's CJIS Division, and may be required to successfully complete skill assessment evaluations for a CJIS Technician II.

NECESSARY SPECIAL REQUIREMENTS: May be required to be able to obtain and maintain MULES certification within six months of appointment.

May be required to be able to obtain and maintain Livescan certification within six months of appointment.

May be required to be able to obtain and maintain AFIS certification within six months of appointment.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,270.00; 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](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college

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transcripts to the online application system. 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. 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.