POSTING DATE: June 8, 2022 **CLOSING DATE:** Open Until Filled

PATROL RECORDS DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1786

TITLE: **PRD TECHNICIAN I, II, OR III**
(Non-Patrol Accident Records Sections)

DESCRIPTION: A PRD Technician 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. Click HERE to view our employee benefits.

This position may be eligible for teleworking.

POSITION SUMMARY: This position is responsible for receiving, processing, and disseminating motor vehicle and boating crash records/data relating to the Statewide Traffic Accident Records System (STARS), U.S. Coast Guard's Boating Accident Report Database (BARD), and Accident Request Tracking Systems. Personnel process incoming manual and electronic records based on various report standards/rules and/or database field specifications, return incorrect or incomplete records, answer technical questions pertaining to the aforementioned systems and reporting requirements of crash reports, and review existing records for conflicting and/or erroneous information. Personnel also process requests for STARS or BARD records/data in accordance with federal and state laws and Patrol/division policies.

Click HERE for a more detailed job description.

QUALIFICATIONS: The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.

PRD 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. **PRD Technician II:** Possess a Bachelor's degree in a related field; or must have served two consecutive years as a PRD Technician I within the Missouri State Highway Patrol's Patrol Records Division, Patrol and/or Non-Patrol Accident Records Section.
PRD Technician III: Possess a Bachelor's degree in a related field, and two years work experience utilizing the knowledge, skills, and abilities associated with this position; or must have served two consecutive years as a PRD Technician II within the Missouri State Highway Patrol's Patrol Records Division, Patrol and/or Non-Patrol Accident Records Section.

Individuals with law enforcement experience may be given preference.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

NECESSARY SPECIAL REQUIREMENTS: Must be able to obtain and maintain MULES certification within six months of hire date.

SALARY RANGE (Semi-monthly): The minimum starting salary is $1,368.00; however, salary may be commensurate with experience.

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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. Applicants with the necessary educational qualifications must also upload a copy of their college 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.

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