



## HUMAN RESOURCES DIVISION

### MISSOURI STATE HIGHWAY PATROL

#### CAREER OPPORTUNITY BULLETIN

JOB ID: 1792

**TITLE:** PERSONNEL RECORDS CLERK I, II, OR III -  
HUMAN RESOURCES ANALYST I OR II

**DESCRIPTION:** A Personnel Records Clerk/Human Resources Analyst position exists within the Missouri State Highway Patrol's Human Resources 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:** **Personnel Records Clerk:** An employee in this position performs a variety of personnel-related duties associated with the Human Resources Division (e.g. employee hiring and promotional processes, as well as maintenance of associated databases and records.) An employee in this position must maintain strict confidentiality of records and other sensitive information that is submitted to the division for processing. Work is performed independently within the framework of policies and procedures; however deviations from established policies and procedures are cleared through the immediate supervisor.

**Human Resources Analyst:** This is entry-level professional personnel work of advanced difficulty, assisting in the personnel activities of the Human Resources Division. An employee in this classification performs a variety of specialized work in the personnel field. The employee must exercise independent judgment and discretion in contacts with Patrol employees, the general public, and personnel from state agencies and private organizations.

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.

Please see individual job descriptions of a Support Services Section Personnel Records Clerk I, Personnel Records Clerk II, and Personnel Records Clerk III, as well as the Human Resources Analyst I, and Human Resources Analyst II.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is below; however, salary may be commensurate with experience:

**Personnel Records Clerk:** \$1,486.00

**Human Resources Analyst:** \$1,591.00

**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 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.

**POSTING DATE:** June 16, 2022

**CLOSING DATE:** Open Until Filled

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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