

POSTING DATE: June 23, 2022

CLOSING DATE: Open Until Filled



COMMUNICATIONS DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1798

TITLE: CLERK TYPIST III/CLERK IV

DESCRIPTION: A Clerk Typist III/Clerk IV position exists within the Missouri State Highway Patrol's Communications 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: An employee in this position provides administrative and secretarial support in the Communications Division and maintains a close and highly responsive relationship with fellow staff in the day-to-day activities of the division. Work includes varied clerical and secretarial duties requiring a considerable knowledge of office practices and an understanding of departmental procedures.

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.

Clerk Typist III: Possession of a high school diploma or equivalent and possess two years experience as a Clerk Typist II or comparable experience. **Clerk IV:** Possession of a high school diploma or equivalent and possess five years of relevant experience.

Completion of a typing test.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,318.00; 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](#) 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.

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.

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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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