

POSTING DATE: August 31, 2022

CLOSING DATE: Open Until Filled



HUMAN RESOURCES DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1854

TITLE: **TEMPORARY PROFESSIONAL**
(Administrative Services Section)

DESCRIPTION: Multiple Temporary Professional positions exist within the Missouri State Highway Patrol's Human Resources Division. The official domicile for these positions is Jefferson City, Missouri. These positions are classified as non-exempt under the Fair Labor Standards Act. Click [HERE](#) to view our employee benefits. *These positions are approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: These are entry-level positions responsible for the efficient operation of the general headquarters switchboard. Work requires alertness and accuracy in answering and transferring calls. Work includes general receptionist work and performing routine clerical tasks. The employee is expected to exercise discretion in handling sensitive and confidential information. The employee in this position is closely supervised; however, independent judgment is expected in the performance of routine duties.

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.

Possession of a high school diploma or equivalent.

NECESSARY SPECIAL REQUIREMENTS: Completion of a typing test.

SALARY RANGE (Hourly): The minimum hourly salary is \$15.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in these positions 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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