

POSTING DATE: December 23, 2022

CLOSING DATE: Until Filled



**PATROL RECORDS
DIVISION**
MISSOURI STATE HIGHWAY PATROL
CAREER OPPORTUNITY BULLETIN

JOB ID: 1947

TITLE: **TEMPORARY PROFESSIONAL
(Custodian of Records)**

DESCRIPTION: A Temporary Professional 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. *This position is approved for 1,000 hours of work during a 12-month period.*

This position may be eligible for teleworking.

POSITION SUMMARY: This is an entry-level, highly responsible position requiring the employee to research and disseminate Highway Patrol documents and media requested by the public, law enforcement agencies, federal agencies, state agencies, attorneys, media, insurance companies and out-of-state agencies under the authority of the Custodian of Records (COR) and pursuant to the Missouri State Sunshine Law and the Driver Privacy Protection Act. The employee in this position maintains original Report of Arrest/Incident/Investigation of Crime, SHP-325, and Property and Vehicle Records along with any attachments, juvenile records, former State Water Patrol reports, Boating While Intoxicated reports, and Dive reports. Direct supervision is received from the designated supervisor.

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 and two years experience in clerical work, preferably in the law enforcement field.

NECESSARY SPECIAL REQUIREMENTS: Must complete SMART certification within one year of appointment.

Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain MULES Certification.

SALARY RANGE (Hourly): \$16.31

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. 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.

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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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