

Posting Date: April 17, 2025



Closing Date: April 30, 2025

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2615

PROGRAM MANAGEMENT/SUPPORT JOB FAMILY

POSITION AVAILABLE: Division Assistant Director (Program Manager)
(Technical Systems/Training and Auditing Section)

SALARY RANGE (semi-monthly): The minimum starting salary for a Division Assistant Director is \$3,604.00; however, salary may be commensurate with experience.

Click [HERE](#) to view our employee benefits.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This position is responsible for the Missouri Unified Law Enforcement System (MULES) Training and Auditing Unit, the Criminal Justice Training and Auditing Unit (Uniform Crime Reporting), and the Non-Criminal Justice Training and Auditing Unit. All three of the units are responsible for training and auditing to hundreds of Missouri law enforcement officers and non-criminal justice agencies. This position supports facilitation of the agencies internal FBI auditing and serves as the State of Missouri's National Law Enforcement Telecommunications System (NLETS) representative. This is a seasoned managerial position responsible for the general management of statewide programs and for the supervision of those directly managing each program. At this level, employees are responsible for setting and controlling a budget; supervising policy development for an agency or programs; and establishing means for revising or changing state and/or national laws. This position is classified as exempt under the Fair Labor Standards Act.

Click [HERE](#) for a more detailed job description.

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. Positions requiring educational qualifications require all interested applicants to 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.

Interviews will be scheduled as applications are reviewed.

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.



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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.

FACILITATOR: Kalena Branson (573) 526-6340 kalena.branson@mshp.dps.mo.gov