

Posting Date: November 18, 2025



Closing Date: Until Filled

## CYBERSECURITY AND TECHNOLOGY DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2765

ADMINISTRATIVE MANAGEMENT AND SUPPORT JOB FAMILY

**POSITION AVAILABLE:** Administrative Support Professional/Non - Supervisory

**SALARY RANGE (semi-monthly):** The minimum starting salary for a Administrative Support Professional/Non - Supervisory is \$2,060.00; however, salary may be commensurate with experience.

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

**OFFICIAL DOMICILE:** Jefferson City, Missouri

**POSITION DESCRIPTION:** Supervisory positions at this level are accountable for overseeing and coordinating the work of staff doing a limited range of general activities in direct support of agency programs or operations, including but not limited to clerical, printing services, mail services, medical coding, administrative, and other business support activities ensuring the timely, accurate, and efficient flow of work in the office or department. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. Professional individual contributors at this level are accountable for a variety of support service functions such as personnel; expenditure control; accounting; maintenance of files and records; requisitioning, storage, issuance, and/or local procurement of supplies and equipment; approval of requisitions for payment of operating expenses; selection, placement, and supervision of staff; and operation of a central switchboard and/or printing and mailing. Assists agency directors, administrators, and other executive service management in the administration of agency programs and operations; in the coordination of communications internally and externally; and in representing the agency to the public, special interest groups, the legislature, and the media. This position is classified as non-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.



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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.

**FACILITATOR:** Amanda Ratcliff (573) 526-6342 [Amanda.Ratcliff@mshp.dps.mo.gov](mailto:Amanda.Ratcliff@mshp.dps.mo.gov)