

Posting Date: April 22, 2026



Closing Date: Until Filled

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2903

PROGRAM MANAGEMENT/ SUPPORT JOB FAMILY

POSITION AVAILABLE: Senior Program Specialist/ Supervisory
(Record Check Processing Unit)

SALARY RANGE (semi-monthly): The minimum starting salary for a Senior Program Specialist/Supervisory is \$2,301.00; however, salary may be commensurate with experience.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This supervisory position is responsible for oversight of the Record Check Processing Unit. An employee in this position oversees the review/processing of name-based and fingerprint-based criminal record check requests that are submitted to the MSHP for accuracy and completeness prior to dissemination. This involves the Missouri Automated Criminal History System (MACHS), the Computerized Criminal History (CCH) system, the Automated Fingerprint Information System (AFIS), and other applicable systems. Work includes criminal history research/updates, providing training and technical assistance when needed, and employee supervision. An employee in this position does communicate with citizens. This employee ensures compliance with state and federal laws, CJIS policies, and standard operational procedures. An employee in this position must maintain independent decision-making capabilities. This position is classified as non-exempt under the Fair Labor Standards Act.

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

APPLICATION PROCEDURE: Current Patrol personnel interested in this position must access the Patrol's [intranet](#) to complete and submit an [application](#) prior to the application deadline. Positions requiring educational qualifications require all interested applicants, who have not already done so, 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.

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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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.

Patrol personnel 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