

Posting Date: July 15, 2026



Closing Date: Until Filled

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2991

PROGRAM MANAGEMENT/SUPPORT JOB FAMILY

POSITION AVAILABLE: Program Assistant
(Records Check Processing Unit)

SALARY RANGE (semi-monthly): The minimum starting salary for a Program Assistant is \$1,849.00; however, salary may be commensurate with experience.

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

OFFICIAL DOMICILE: Jefferson City, Missouri

This position may be eligible for teleworking.

POSITION DESCRIPTION: This position is responsible for the processing of criminal record check requests within the Record Check Processing Unit. An employee in this position reviews requests, researches criminal history data for accuracy and completeness, and approves name-based and fingerprint-based criminal record check requests 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 as needed, and communication with the public. 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: 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.

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.

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