

Posting Date: August 19, 2026



Closing Date: Until Filled

## HUMAN RESOURCES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 3028

**POSITION AVAILABLE:** Temporary Professional  
(Front Desk/Switchboard)

**SALARY RANGE (hourly):** The starting hourly salary for a Temporary Professional is \$16.84; however, salary may be commensurate with experience.

**OFFICIAL DOMICILE:** Jefferson City, Missouri

**POSITION DESCRIPTION:** This entry-level position performs various functions related to the front desk and the operation of the Patrol's communication system at the Patrol headquarters which can be readily learned by on-the-job training. Duties include greeting/welcoming walk-ins and helping guide them to the appropriate assistance needed, answering telephone calls from the public and other law enforcement entities, and accurately routing calls in accordance with expectations and training. An employee is also accountable for accurately relaying and/or disseminating information to appropriate personnel in accordance with expectations and training. Detailed instructions are given at the beginning of work on subsequent new assignments. The employee is expected to exercise discretion in handling sensitive and confidential information. An employee in this position is closely supervised; however, independent judgment is expected in the performance of routine duties. 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.*

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](mailto:Kalena.Branson@mshp.dps.mo.gov)