

Posting Date: August 31, 2026



Closing Date: September 14, 2026

FIELD OPERATIONS BUREAU

CAREER OPPORTUNITY BULLETIN

JOB ID: 3047

ADMINISTRATIVE MANAGEMENT AND SUPPORT JOB FAMILY

POSITION AVAILABLE: Administrative Support Professional/Non-Supervisory

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

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This position is 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.

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: Morgan Otto

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