Posting Date: November 16, 2026

Closing Date: Until Filled

HUMAN RESOURCES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 3131

AGENCY HUMAN RESOURCES JOB FAMILY

POSITION AVAILABLE: Human Resources Assistant or Human Resources Generalist (Selection)

SALARY RANGE (semi-monthly): The minimum starting salary for a Human Resources Assistant is $1,786.00, and for a Human Resources Generalist is $2,096.00; however, salary may be commensurate with experience.

Click HERE for a more detailed job description.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This position will support payroll, timekeeping and compliance duties for the Missouri State Highway Patrol. **Human Resources Assistant**: This is a position responsible for paraprofessional human resources related duties. An employee at this level may prepare and review documents, and be focused on assisting with the projects, tasks, and initiatives in the area of compliance. Duties may include recommending changes to and updating procedures, providing reports, and responding to information requests. Employees may review time entry, payroll actions, and related human resources information, and maintain accurate records compliant with relevant federal and state laws. This position is classified as non-exempt under the Fair Labor Standards Act. **Human Resources Generalist**: This is a first-level professional human resources position responsible for supporting an agency in one or more areas of human resources under limited supervision. Duties may include providing advice and support related to projects, tasks, and initiatives in the area of compliance, classification, salary analysis, benefits, appointments, employee grievances, equal employment opportunity/civil rights, and/or performance evaluation. Duties are completed ensuring compliance with relevant federal and state laws. Reports may be prepared for agency or statewide managers and utilized for the purpose of managing human resources. Work may include participating on project teams within designated program areas or other human resources program areas toward the end of enhancing statewide human resources programs. Employees may also direct and review the work of lower-level employees, in areas such as payroll and related actions. 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.

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