Posting Date: November 18, 2026

Closing Date: Until Filled

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 3136

PROGRAM MANAGEMENT/SUPPORT JOB FAMILY

POSITION AVAILABLE: Senior Program Specialist/Non-Supervisory
(Livescan Unit)

SALARY RANGE (semi-monthly): The minimum starting salary for a Senior Program Specialist/Non-Supervisory is $2,179.00; however, salary may be commensurate with experience.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This is a professional position that conducts statewide job-related travel to deliver training, staff vendor booths, attend conferences, and provide technical assistance to criminal justice agencies and partner organizations. This unit serves as a subject matter expert and primary point of contact for criminal justice agencies regarding criminal history reporting processes and Criminal Justice Information Services (CJIS) systems. It also requires strong communication, training, and technical support skills, as well as the ability to interpret and apply complex criminal justice policies, procedures, and information system requirements. Responsibilities include providing training, technical assistance, and user support to ensure compliance with state and federal laws, regulations, policies, and guidelines governing criminal history record information. Responsible for providing technical guidance on criminal history reporting processes, Missouri Automated Criminal History Site (MACHS) access, State and Federal Rap Back programs, criminal charge codes, information sharing systems, and electronic fingerprinting technologies. Assisting agencies with issues related to court-ordered fingerprinting, warrant and failure-to-appear arrests, fingerprint card data formats, Electronic Biometric Transmission Specification (EBTS) standards, and disposition reporting requirements for prosecutors, courts, corrections, and mental health agencies. Developing and delivering training programs for criminal justice personnel, governmental entities, and other stakeholders on CJIS systems maintained by the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). Evaluating current training programs, identifying areas for improvement, and recommending updates to ensure training effectiveness and compliance with evolving policies and technologies. Managing user provisioning and access administration for information sharing systems, including the National Data Exchange (N-DEx), Law Enforcement Enterprise Portal (LEEP), and MACHS, by verifying agency participation and ensuring completion of required security awareness training. Building and maintaining effective working relationships with local, state, federal, and private-sector stakeholders to promote accurate criminal history reporting and information sharing. This position is classified as non-exempt under the Fair Labor Standards Act.

Click HERE for a more detailed job description.

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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.

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