Posting Date: November 24, 2026

Closing Date: December 9, 2026

# RECRUITING AND COMMUNITY OUTREACH DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 3138

ADMINISTRATIVE MANAGEMENT & SUPPORT JOB FAMILY

**POSITION AVAILABLE:** Administrative Support Assistant

**SALARY RANGE (semi-monthly):** The minimum starting salary for an Administrative Support Assistant is $1,696.00; however, salary may be commensurate with experience.

**Click HERE to view our employee benefits.**

**OFFICIAL DOMICILE:** Jefferson City, Missouri

**POSITION DESCRIPTION:** This administrative support position performs a variety of clerical, data entry, printing, and mail related tasks in support of a work unit. Employees at this level are required to have a knowledge of the procedures and processes applicable to the performance of the work and to organize their work on a daily or weekly basis by exercising independence and judgment. 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.

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.

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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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