Posting Date: November 24, 2026

Closing Date: Until Filled

BUDGET AND PROCUREMENT DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 3140

STOREKEEPING AND WAREHOUSE JOB FAMILY

POSITION AVAILABLE: Stores/Warehouse Assistant

SALARY RANGE (semi-monthly): The minimum starting salary for a Stores/Warehouse Assistant is $1,588.00; however, salary may be commensurate with experience.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This is a position utilized in a warehouse, commissary, or storeroom involving the receipt, storage, distribution, acquisition, and/or selling of inventory. Positions at this level are responsible for routine storekeeping duties including receiving and unpacking inventory items, verifying quality and quantity, and referring decisions regarding non-conformance with specifications to higher level staff. Positions may be responsible for listing, pulling, packaging, and delivering goods. 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.

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.

FACILITATOR: Garta Distler (573) 526-6331 Garta.Distler@mshp.dps.mo.gov