



**CRIMINAL JUSTICE INFORMATION
SERVICES DIVISION
MISSOURI STATE HIGHWAY PATROL**

JOB OPPORTUNITY BULLETIN

JOB ID: 459

TITLE: TEMPORARY CLERK

FACILITATOR: Madison Crisp
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DESCRIPTION: A Temporary Clerk position now exists within the Accounting Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. *This position is approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This is a temporary position where the employee provides administrative, bookkeeping and clerical support in the Criminal Justice Information Services Division and maintains a close and highly responsive relationship with fellow staff in the day-to-day activities of the division's accounting unit. The employee has access to confidential information. An employee in this position is closely supervised.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: Graduation from high school or possess a GED.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

SALARY RANGE (Semi-monthly): \$9.88/hour.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at www.mshp.dps.mo.gov to complete and submit an [application for civilian employment](#) and typing test ([Typing Pro Test](#)) prior to the application deadline. 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.

The tentative start date for this position is within 30 days of the interview. Interviews will be scheduled as applications are received.

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.

POSTING DATE: December 23, 2016

EXTENDED CLOSING DATE: Open Until Filled

NOTE: 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 Patrol administered drug test and favorable background investigation.

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.

*****MISSOURI STATE HIGHWAY PATROL*****

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