



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

JOB ID: 495

TITLE: CJIS PROGRAM SUPERVISOR
(AFIS Unit)

FACILITATOR: Madison Crisp
(573) 526-6334
madison.crisp@mshp.dps.mo.gov

DESCRIPTION: A CJIS Program Supervisor position now exists within the AFIS Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division. **This position will be assigned to 2nd shift - 3:30 p.m. to midnight, Monday through Friday.** The official domicile for this position is Jefferson City, Missouri. This position is classified as partial-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a highly professional and technical supervisory position responsible for monitoring assigned shift activities within an assigned unit of the Criminal Justice Information Services (CJIS) Division. An employee in this position oversees input of data into various components of the CJIS system which may include, but is not limited to: the Automated Fingerprint Information System (AFIS), the Computerized Criminal History System (CCH), Civil Record Check Processing, Content Manager, the statewide Sex Offender system, the Missouri Uniform Law Enforcement System (MULES)/National Crime Information Center (NCIC), the Missouri Automated Criminal History Site (MACHS), etc. Work includes scheduling and prioritizing work for the unit and providing training and technical assistance when needed. This employee ensures compliance with state and federal laws, CJIS policies, and operational procedures. An employee in this position must maintain independent decision making capabilities. Work is subject to general review and supervision by a CJIS Program Manager to ensure conformance with established rules, policies, and procedures.

For a more detailed job description go to:

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

QUALIFICATIONS: Possess a Bachelor's Degree from an accredited college or university and two consecutive years within the Missouri State Highway Patrol's Criminal Justice Information Services Division or related field with personnel supervisory/management job duties.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to live within a 50 nautical mile radius of the Missouri State Highway Patrol General Headquarters, Jefferson City, Missouri.

Must currently be MULES certified or be able to obtain and maintain MULES certification within six months of hire date.

Must currently be Livescan certified or be able to obtain and maintain Livescan certification within six months of hire date.

POSTING DATE: February 22, 2017

CLOSING DATE: March 7, 2017

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,716.00; however salary may be commensurate with experience.

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](#) prior to the application deadline. Applicants with the necessary educational qualifications must also 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.

Interview boards are tentatively scheduled for the week of March 20, 2017. The tentative start date for this position is within 30 days of the interview.

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.

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*****

**General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**