

POSTING DATE: April 17, 2017

CLOSING DATE: April 28, 2017



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

JOB OPPORTUNITY BULLETIN

JOB ID: 525

TITLE: **CJIS TRAINER/AUDITOR III OR IV
(MULES Unit)**

FACILITATOR: Madison Crisp
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DESCRIPTION: A CJIS Trainer/Auditor III or IV position now exists within the Missouri State Highway Patrol's Criminal Justice Information Services Division's MULES Unit. The official domicile for this position is Weldon Spring, Missouri. This position is classified as partial-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This professional level position is responsible for providing on-going training and technical assistance to both internal divisions and external agencies on the Missouri Uniform Law Enforcement System (MULES), National Crime Information Center (NCIC), and related computer systems in the region assigned to the position posted. This is professional, technical, and consultative work in the support of computer information technology services and activities. An employee in this class provides technical expertise in computer systems analysis and design, database administration and systems programming. Training includes initial MULES certification, bi-annual recertification, and annual Terminal Agency Coordinator meetings. This position requires the ability to work independently in a responsible and professional manner utilizing good judgment and initiative, however; general supervision is provided by an immediate supervisor to ensure conformance to established laws, policies, and procedures. Extensive travel is required for this position.

For a more detailed job description go to:

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

QUALIFICATIONS: **CJIS Trainer/Auditor III:** Possess a Bachelor's Degree from an accredited college or university and two years qualifying experience as a MULES Full Certified Operator or related area. **CJIS Trainer/Auditor IV:** Possess a Bachelor's Degree from an accredited college or university and two consecutive years as a CJIS Trainer/Auditor III within the MULES Training Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division.

Preference may be given to those with experience in public speaking, administration, training, curriculum development, and policy and procedures.

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NECESSARY SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver license.

Must possess and maintain MULES Certification.

Must attend and successfully pass Police Instructor School.

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](#) 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.

Interview boards are tentatively scheduled for the week of May 8, 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*****

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