

POSTING DATE: July 21, 2017

CLOSING DATE: August 3, 2017



TROOP D HEADQUARTERS MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 579

TITLE: DRIVER EXAMINER I, II, OR III

FACILITATOR: Lieutenant D. Scott Sater
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DESCRIPTION: This Driver Examiner I, II, or III position is assigned to Troop D Headquarters. The official domicile for this position is Joplin, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is an entry-level position where the employee is responsible for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. The employee interacts with the public on a daily basis reference all facets of the driver examination process. An employee in this position may be assigned or transferred from one examination site to another as needed within a troop. Work is performed under close supervision.

For a more detailed job description go to:

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

QUALIFICATIONS: **Driver Examiner I:** Possess a high school diploma or GED. Be at least 21 years of age. Possess and maintain a valid Driver License. **Driver Examiner II:** Meet all requirements for Driver Examiner I, plus possess one-year experience as a Driver Examiner I. **Driver Examiner III:** Possess at least three years experience as a Driver Examiner with the Missouri State Highway Patrol (must have served at least two years as a Driver Examiner II).

NECESSARY SPECIAL REQUIREMENT: Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Must be at least twenty-one years of age at the time of employment.

Must possess or obtain and maintain a valid driver license.

Must be able to successfully complete the Driver Examination Basic School as approved by the Superintendent of the Missouri State Highway Patrol in Jefferson City, Missouri, within 12 months of employment.

Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

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Driver Examiners assigned to a traveling crew may be required to furnish a vehicle to transport the Examination Team and all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,194.50; 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 August 21, 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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