

POSTING DATE: September 8, 2017

CLOSING DATE: September 21, 2017



RESEARCH AND DEVELOPMENT DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 607

TITLE: ADMINISTRATIVE ANALYST I OR II

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DESCRIPTION: An Administrative Analyst position now exists within the Missouri State Highway Patrol's Research and Development Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position works in the development, analysis, and evaluation of procedures, forms, records, communications, operations, and fiscal note analysis. Work is performed under general supervision from a designated supervisor; however, the employee will work independently within established guidelines.

For a more detailed job description go to:

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

QUALIFICATIONS: Administrative Analyst I: Graduation from high school or possess a GED and possess at least four years of technical or professional experience in public or business administration.
Administrative Analyst II: Graduation from high school or possess a GED and one year as an Administrative Analyst I with the Missouri State Highway Patrol or comparable experience, or possess at least five years of technical or professional experience in public or business administration, including one or more years in the analysis and/or development of methods and procedures, or forms design.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,232.50; 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 September 25, 2017. The tentative start date for this position is within 30 days of the interview.

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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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