

POSTING DATE: September 15, 2017

CLOSING DATE: September 28, 2017



## TROOP C HEADQUARTERS MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 610

**TITLE:** MOTOR VEHICLE INSPECTOR I, II, OR III

**FACILITATOR:** Lieutenant Terry Potter  
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**DESCRIPTION:** A Motor Vehicle Inspector I, II, or III position now exists within the Missouri State Highway Patrol's Troop C Headquarters. The official domicile for this position is St. Louis, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is a position where the employee audits assigned inspection stations to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. The Motor Vehicle Inspector interacts with the public and station personnel on a daily basis reference all facets of the Motor Vehicle Inspection program. Extensive travel during working hours is required. An employee in this position participates in a formal and on-the-job training program and operates under close supervision. An employee in this position may be reassigned or transferred in a Troop at the discretion of the commanding authority.

For a more detailed job description go to:

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

**QUALIFICATIONS:** **Motor Vehicle Inspector I:** Graduation from high school or possess a GED.

**Motor Vehicle Inspector II:** Must possess at least one year experience as a Motor Vehicle Inspector I with the department. **Motor Vehicle Inspector III:** Must possess at least two years of experience as a Motor Vehicle Inspector II with the department and possess at least three years of experience as a Motor Vehicle Inspector within the department.

Uniformed civilian employees 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 not have any tattoos or brands 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.

**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](http://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.

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Interview boards are tentatively scheduled for the week of October 9, 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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