

POSTING DATE: September 21, 2017

CLOSING DATE: October 4, 2017



## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 613

**TITLE:** CJIS TRAINER/AUDITOR I, II, or III  
(Criminal History/Livescan Unit)

**FACILITATOR:** Madison Crisp  
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**DESCRIPTION:** A CJIS Trainer/Auditor I, II, or III position now exists within the Missouri State Highway Patrol's Criminal Justice Information Services Division's Criminal History/Livescan Unit. 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 professional position is responsible for providing the training and technical assistance associated with the collection, use, storage, and dissemination of criminal history record information derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that Missouri criminal justice agencies are in compliance with all state and federal laws, and applicable policies. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, 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/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** **CJIS TRAINER/AUDITOR I:** Possess a Bachelor's Degree from an accredited college or university and two years of work experience utilizing the knowledge, skills, and abilities associated with this position. **CJIS TRAINER/AUDITOR II:** Possess a Bachelor's Degree from an accredited college or university and two years as a CJIS Trainer/Auditor II with the Criminal History/Livescan Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division, or comparable experience. **CJIS TRAINER/AUDITOR III:** Possess a Bachelor's Degree from an accredited college or university and two years as a CJIS Trainer/Auditor III with the Criminal History/Livescan Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division, or comparable experience.

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 be able to obtain and maintain MULES certification within six (6) months of appointment.

Must be able to obtain and maintain Livescan certification within six (6) months of appointment.

Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,485.00; 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](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.

Interview boards are tentatively scheduled for the week of October 16, 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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