

POSTING DATE: October 31, 2017

CLOSING DATE: Open Until Filled



TROOP C HEADQUARTERS MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 643

TITLE: TEMPORARY DRIVER EXAMINATION CLERK

FACILITATOR: Lieutenant Kevin Miller
(636) 300-2800 Ext. 3318
kevin.miller@mshp.dps.mo.gov

DESCRIPTION: A Temporary Driver Examination Clerk position now exists within Missouri State Highway Patrol's Troop C Headquarters. The official domicile for this position is Park Hills, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. *This position is approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This is a temporary 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's examination process. Decisions are made relative to passing or failing of applicants based on well-defined guidelines. An employee in this position may be assigned or transferred from one examination site or CDL test site to another as needed within a troop. An employee in this position cannot administer driving skills tests. Work is performed under general supervision.

For a more detailed job description go to:

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

QUALIFICATIONS: Graduation from high school or possess a GED; must be at least 18 years of age; 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.

SALARY RANGE (Hourly): \$9.88.

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.

The tentative start date for this position is within 30 days of the interview. Interviews will be conducted as applications are received.

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.

POSTING DATE: October 31, 2017

CLOSING DATE: Open Until Filled

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*****

Troop C Headquarters
891 Technology Drive
Weldon Spring, MO 63304
Phone/TDD (636) 300-2800
Fax (636) 300-2741