

POSTING DATE: November 16, 2017

CLOSING DATE: December 1, 2017



## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 648

**TITLE:** CJIS TECHNICIAN I, II, OR III - RECORD CHECK PROCESSING UNIT

**FACILITATOR:** Madison Crisp  
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**DESCRIPTION:** A CJIS Technician position now exists within the Missouri State Highway Patrol's Criminal Justice Information Services Division's Record Check Processing Unit. 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 is responsible for receiving, processing, and disseminating criminal record histories requested by the general public and authorized agencies. The position is also responsible for entering, updating, verifying, and maintaining records within various databases and manual files. An employee in this position is closely supervised until training is successfully completed; then general supervision is received from a designated supervisor.

For a more detailed job description go to:

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

### **QUALIFICATIONS:**

**CJIS Technician I:** Completion of 60 college credit hours with an emphasis in the criminal justice/law enforcement field; or graduation from high school or possess a GED, and two years experience in the criminal justice/law enforcement field working directly with criminal record systems.

**CJIS Technician II:** Possess a four-year degree in the criminal justice/law enforcement field; or must have served two consecutive years as a CJIS Technician I.

**CJIS Technician III:** Possess a four-year degree in the criminal justice/law enforcement field; and 2 years comparable work experience; or must have served two consecutive years as a CJIS Technician II.

Comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems may be substituted on a year-for-year basis for the required education.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,194.50; however salary may be commensurate with experience.

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**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. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. 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 December 11, 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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