

POSTING DATE: December 6, 2017

CLOSING DATE: Open Until Filled



**GENERAL HEADQUARTERS**  
**MISSOURI STATE HIGHWAY PATROL**

**CAREER OPPORTUNITY BULLETIN**

**JOB ID: 657**

**TITLE:** TEMPORARY TYPIST

**FACILITATOR:** Rachael Smith  
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**DESCRIPTION:** There is currently a Temporary Typist position available within the Missouri State Highway Patrol's Patrol Records Division. The official domicile for this position is Jefferson City, 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 performs clerical work of moderate difficulty and complexity to include encoding and quality control of data into a computer database through the use of a personal computer. Detailed instructions are given at the beginning of work and on subsequent new assignments. An employee in this position is closely supervised.

**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.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

**SALARY RANGE (Semi-monthly):** \$9.88/hour.

**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](#) and typing test ([Typing Pro Test](#)) 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 scheduled 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.

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**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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