

POSTING DATE: April 10, 2018

EXTENDED CLOSING DATE: May 4, 2018



PATROL RECORDS DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 747

TITLE: INFORMATION ANALYST I OR II – CUSTODIAN OF RECORDS

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DESCRIPTION: There is currently an Information Analyst I or II position available within the Patrol Records Division of the Missouri State Highway Patrol. 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 is a highly responsible position requiring the employee to research and disseminate Highway Patrol documents requested by the public, law enforcement agencies, federal agencies, state agencies, attorneys, media, insurance companies and out-of-state agencies under the authority of the Custodian of Records and pursuant to the Missouri State Sunshine Law. The employee in this position maintains original Report of Arrest/Incident/Investigation of Crime, SHP-325, and Property and Vehicle Records along with any attachments, juvenile records, former State Water Patrol reports, Boating While Intoxicated reports, and Dive reports. Direct supervision is received from the designated supervisor.

For a more detailed job description go to:

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

QUALIFICATIONS: **Information Analyst I:** Graduation from high school or possess a GED and two years experience in clerical work, preferably in the law enforcement field. **Information Analyst II:** Graduation from high school or possess a GED, two years of experience in clerical work, preferably in the law enforcement field, and at least two years of experience as an Information Analyst I or comparable experience.

SALARY RANGE: The minimum starting salary is \$1,064.00; however salary may be commensurate with applicable experience and education.

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.

Interview boards are tentatively scheduled for the week of May 21, 2018. 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.

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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.

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