

POSTING DATE: April 17, 2018

CLOSING DATE: April 30, 2018



**CRIMINAL JUSTICE INFORMATION
SERVICES DIVISION
MISSOURI STATE HIGHWAY PATROL**

CAREER OPPORTUNITY BULLETIN

JOB ID: 758

TITLE: **CJIS PROGRAM MANAGER
(CRIMINAL HISTORY/SEX OFFENDER REGISTRY UNIT)**

FACILITATOR: Madison Crisp
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DESCRIPTION: A CJIS Program Manager position now exists within the Criminal History/Sex Offender Registry Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is advanced professional, technical, and consultative position that serves as the administer of the Missouri State Computerized Criminal History (CCH) System, the Missouri Sex Offender Registry (SOR) and the Missouri SOR System, to include managing the Criminal Justice Information Services (CJIS) Division's SOR Unit and Criminal History Research (CHR) Unit. Work is focused in administration of technical systems within CJIS, to include coordinating with local, state and federal criminal justice agencies on issues related to criminal history, sex offender registration, and/or applicant background checks. This position works with contracted vendors in supporting changes to any of these critical systems due to policy changes, to include development, testing and implementation. The individual assigned to this position must possess a great deal of initiative and independent judgment in carrying out daily work activities. General direction is received from a superior, but the employee is given wide latitude for using independent judgment and initiative in attaining overall objectives.

For a more detailed job description go to:

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

QUALIFICATIONS: Possess a Bachelor's degree from an accredited college or university and three years experience in the field of criminal justice, criminal record systems, latent prints, etc.

NECESSARY SPECIAL REQUIREMENTS: Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain MULES Certification.

Must possess (within the first six months of employment or as soon as scheduling will allow) and maintain Livescan Certification.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Must attend and successfully pass Police Instructor School within 12 months of appointment or as soon as scheduling will allow.

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SALARY RANGE (Semi-monthly): The minimum starting salary is \$2,454.00; 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 to complete and submit an [application](#) for civilian employment 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 May 7, 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.

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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