

POSTING DATE: June 15, 2018

CLOSING DATE: June 28, 2018



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 800

TITLE: CJIS TRAINER/AUDITOR II, III, OR IV
(Noncriminal Justice Training and Auditing Unit)

FACILITATOR: Madison Crisp
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DESCRIPTION: A CJIS Trainer/Auditor II, III, or IV position now exists within the Noncriminal Justice Training and Auditing 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 partial-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This professional position is responsible for the training and auditing associated with the security, maintenance, retention, physical and electronic storage, and dissemination of fingerprint-based criminal history record information derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that Missouri agencies with access to criminal history record information, for noncriminal justice purposes, are in compliance with all state and federal laws, and applicable policies. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, policies, and procedures. Extensive travel is required for this position.

For a more detailed job description go to:

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

QUALIFICATIONS: **CJIS Trainer/Auditor II:** Possess a Bachelor's Degree from an accredited college or university and two years of work experience utilizing the knowledge, skills, and abilities associated with this position. **CJIS Trainer/Auditor III:** Possess a Bachelor's Degree from an accredited college or university and two years as a CJIS Trainer/Auditor II with the Noncriminal Justice Training and Auditing Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division, or comparable experience. **CJIS Trainer/Auditor IV:** Possess a Bachelor's Degree from an accredited college or university and two years as a CJIS Trainer/Auditor III with the Noncriminal Justice Training and Auditing Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division, or comparable experience.

Preference may be given to those with experience in public speaking, administration, training, curriculum development, and policy and procedures.

NECESSARY SPECIAL REQUIREMENTS: Must possess and maintain a valid driver license.

Must be able to obtain and maintain MULES certification within six (6) months of appointment.

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Must attend and successfully pass CJIS - IT Security Training within six (6) months of appointment.

Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,596.00; 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](#) 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 July 9, 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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