

POSTING DATE: July 6, 2018

CLOSING DATE: July 19, 2018



## TROOP A HEADQUARTERS MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 821

**TITLE:** DRIVER EXAMINER SUPERVISOR

**FACILITATOR:** Kristy Johnson  
(573) 526-6336  
[kristy.johnson@mshp.dps.mo.gov](mailto:kristy.johnson@mshp.dps.mo.gov)

**DESCRIPTION:** A Driver Examiner Supervisor position now exists within the Missouri State Highway Patrol's Troop A Headquarters. The official domicile for this position is Lee's Summit, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is responsible supervisory work in directing, monitoring, and coordinating the activities of driver license examiners and clerks assigned to a permanent station or traveling team. Duties also include keeping abreast of all laws, rules, regulations, and changes in the Driver Examination Program. An employee in this position may be reassigned or transferred from one examination site or CDL test site to another as ruled within a troop. The employee is the only authorized individual within the employee's area of supervision to approve driver license applicant identification when the required means of identification is unavailable from the applicant. The employee interacts with the public on a daily basis; reference all facets of the driver examination process; exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

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, and possess four years experience as a Driver Examiner with the Missouri State Highway Patrol (must have served at least one year as a Driver Examiner III).

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,538.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Current Driver Examiner employees interested in this position must access the Patrol's [intranet](#) 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.

The written examination and interview boards are tentatively scheduled for the week of August 6, 2018.

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.

**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.