

POSTING DATE: August 15, 2018

CLOSING DATE: August 28, 2018



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 841

TITLE: CJIS SPECIALIST I OR II (CHARGE CODE)

FACILITATOR: Madison Crisp
(573) 526-6334
madison.crisp@mshp.dps.mo.gov

DESCRIPTION: A CJIS Specialist position now exists within the Charge Code 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 non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for reviewing newly enacted, decriminalized, or revised Missouri laws impacting the production and maintenance of the Missouri Criminal Charge Code. An employee in this position ensures Missouri criminal justice agencies have a standardized set of criminal charge codes to facilitate the exchange of criminal history data between the criminal justice information systems of the Missouri State Highway Patrol, the Federal Bureau of Investigation (FBI), and related governmental entities for subsequent use and dissemination by both criminal justice and noncriminal justice agencies. Limited travel and public speaking may be required. An employee in this classification receives close supervision by a CJIS Program Manager and will have limited decision-making authority while researching, developing, and maintaining the Missouri Charge Code and the code repository.

For a more detailed job description go to:

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

QUALIFICATIONS: **CJIS Specialist I:** Possess a Bachelor's degree from an accredited four-year college or university in a related field; and two years of experience comparable to the duties associated with this position. **CJIS Specialist II:** Possess a Bachelor's degree from an accredited four-year college or university in a related field; and four years of experience comparable to the duties associated with this position; or possess two years as a CJIS Specialist I with the Missouri State Highway Patrol.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,317.00; 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 September 10, 2018. The tentative start date for this position is within 30 days of the interview.

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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*****

General Headquarters
1510 East Elm Street
Jefferson City, MO 65101
Phone/TDD (573) 751-3313
Fax (751) 751-9924