

POSTING DATE: February 20, 2019

CLOSING DATE: March 5, 2019



**HUMAN RESOURCES  
DIVISION**  
**MISSOURI STATE HIGHWAY PATROL**  
**CAREER OPPORTUNITY BULLETIN**

**JOB ID: 936**

**TITLE:** **PERSONNEL RECORDS CLERK I, II, OR III  
(Administrative Services Section)**

**FACILITATOR:** Madison Crisp  
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**DESCRIPTION:** A Personnel Records Clerk position now exists within the Administrative Services Section of the Missouri State Highway Patrol's Human Resources 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 focused in a variety of technical and specialized personnel-related duties within the Human Resources Division. An employee in this position must maintain strict confidentiality of records and other sensitive information that is submitted to the division for processing. Work is performed independently within the framework of policies and procedures; however, the director or assistant director normally clears deviations from established policies and procedures. This position may require out-of-town travel on a limited basis.

For a more detailed job description click [HERE](#).

**QUALIFICATIONS:** **Personnel Records Clerk I:** Graduation from high school or possess a GED and possess four years of clerical experience, one year of which must be at the Clerk Typist III level or equivalent. **Personnel Records Clerk II:** Graduation from high school or possess a GED and possess two years of experience as a Personnel Records Clerk I or comparable experience. **Personnel Records Clerk III:** Graduation from high school or possess a GED and possess two years of experience as a Personnel Records Clerk II or comparable experience.

**NECESSARY SPECIAL REQUIREMENTS:** Completion of a typing test.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,339.50; 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](http://www.mshp.dps.mo.gov) to complete and submit an [application](#) and typing test (<http://mshp-hrd.AssessTyping.com>) 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 March 18, 2019. 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\*\*\***

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