



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

TITLE: CJIS TRAINER/AUDITOR I - INFORMATION SHARING

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

DESCRIPTION: This CJIS Trainer/Auditor I- Information Sharing position is assigned to 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 is a highly technical position responsible for statewide training of law enforcement agencies on information sharing systems. This includes the development of training materials and acting as a point of contact between user agencies and the Missouri State Highway Patrol. Extensive in-state travel is required and flexible shifts are required in order to facilitate effective interaction with supported law enforcement personnel. The position requires a highly professional, technically skilled, and responsible individual who possesses the ability to work independently outside the division. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by an immediate supervisor to ensure conformance with the department's 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: Possess a Bachelor's Degree in Criminal Justice, Statistics, Computer Information Science, Business Administration, or closely related field and one year of qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred **OR** five years qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,420.50; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this CJIS Trainer/Auditor I - Information Sharing position must submit the Patrol's on-line application prior to the application deadline of April 15, 2013. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Opening Date: April 2, 2013

Closing Date: April 15, 2013

Interview boards are tentatively scheduled for the week of April 29, 2013. 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 - General Headquarters***
1510 E. Elm Street, P.O. Box 568 · Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313 · Fax (573) 751-9924**