

Opening Date: January 25, 2013

Closing Date: February 7, 2013



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

TITLE: CJIS TRAINER/AUDITOR I

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DESCRIPTION: This CJIS Trainer/Auditor I position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is St. Joseph, Missouri. This position is required to cover both Troop B (Macon) and Troop H (St. Joseph) areas. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for providing training and technical assistance to criminal justice agencies regarding the Missouri Uniform Law Enforcement System/National Crime Information Center (MULES/NCIC). This position also conducts audits of Missouri criminal justice agencies to ensure compliance with established procedures and protocols necessary for access to various systems. This position requires the ability to work independently in a responsible and professional manner utilizing good judgment and initiative. However, general supervision is provided by an immediate supervisor to ensure conformance to established laws, policies, and procedures. Extensive travel is required for this position.

The following is the primary focus for the CJIS Trainer/Auditor I position assigned to Troop H, St. Joseph, Missouri: This position will focus heavily on conducting livescan certification training and criminal history training to federal, state, and local law enforcement agencies.

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 position must submit the Patrol's on-line application prior to the application deadline of February 7, 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.

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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.

Interview boards are tentatively scheduled for the week of February 19, 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.

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