

Opening Date: August 11, 2014

Closing Date: August 22, 2014



JOB OPPORTUNITY BULLETIN

TITLE: CLERK II, QUALITY CONTROL CLERK I OR II

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DESCRIPTION: This Clerk II, Quality Control Clerk I or II position is assigned to the Non-Patrol Accident Records Section within the Missouri State Highway Patrol's Patrol Records 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: An employee in the **Clerk II** level performs clerical work of moderate difficulty and complexity to include encoding and quality control of data into a computer database through the use of a personal computer. An employee in the **Quality Control Clerk I and II** levels perform general or advanced quality control and related clerical work in maintaining the integrity of the Traffic Arrest System/DWI Tracking System (TAS/DWITS), Statewide Traffic Accident Records System (STARS), and Accident Request Tracking System by processing incoming manual and electronic records, returning incorrect or incomplete records, answering questions, and reviewing existing records for conflicting information.

For a more detailed job description go to:

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

QUALIFICATIONS: **Clerk II:** Must be a high school graduate or possess a GED and at least one-year experience as a Clerk I or comparable experience. **Quality Control Clerk I:** Must be a high school graduate or possess a GED and one year experience as a Clerk II or related clerical classification. **Quality Control Clerk II:** Two years experience as a Quality Control Clerk I. Each of the previously listed job titles must possess the ability to type 40 words per minute with 10 or less errors.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$902.00; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's on-line application and typing test (<http://mshp-hrd.typingtestpro.com>) prior to the application deadline. 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.

Interview boards are tentatively scheduled for the week of September 1, 2014.

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.

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 ***
Human Resources Division
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