

Opening Date: December 13, 2012

Closing Date: December 27, 2012

**DIVISION OF DRUG AND CRIME CONTROL
MISSOURI STATE HIGHWAY PATROL**



JOB OPPORTUNITY BULLETIN

TITLE: CLERK IV

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DESCRIPTION: This Clerk IV position is assigned to the Missouri State Highway Patrol's Division of Drug and Crime Control. 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 responsible supervisory, technical, and advanced clerical work in the Division of Drug and Crime Control. The employee in this position trains new clerical employees assigned to the division and prioritizes, assigns and reviews the work of these employees. The employee serves as backup to the division director's special assistant. Work is subject to general review and supervision by the assistant division director for conformance with 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: Graduation from high school or possess a GED **AND** possess at least five years clerical experience with the Patrol (two years of this experience must be at Clerk Typist III, Stenographer III, or higher) **OR** possess at least seven years experience as a Secretary, Office Manager, or responsible clerical work outside the Patrol.

Possess the skill to type at a rate of 60 words per minute with ten (10) errors or less.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,102.50; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Clerk IV position, **must complete and submit** the Patrol's on-line application and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline of December 27, 2012. 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 Patrol 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 January 7 or 14, 2013. 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.

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