

Posting Date: January 24, 2013

Closing Date: February 6, 2013



## JOB OPPORTUNITY BULLETIN

**TITLE:** CLERK IV

**FACILITATOR:** Amanda Renn  
(573) 526-6334  
[amanda.renn@mshp.dps.mo.gov](mailto:amanda.renn@mshp.dps.mo.gov)

**DESCRIPTION:** This Clerk IV position is assigned to the Missouri State Highway Patrol's Motor Equipment 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 this position provides administrative and secretarial support. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Work includes varied clerical and secretarial duties requiring knowledge of office routine and an understanding of departmental procedures. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the division assistant director.

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. All applicants must possess the ability to type 60 words per minute with ten (10) or less errors.

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

**APPLICATION PROCEDURE:** Individuals interested in this Clerk IV position **must complete and submit** the Patrol's on-line application **and take a typing test** (<http://mshp-hrd.AssessTyping.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](http://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 Clerk IV job description may apply through the Human Resources Division by submitting an intradepartmental letter of application, resume, and typing test through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of February 11 or 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.

**Posting Date:** January 24, 2013

**Closing Date:** February 6, 2013

**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**