

Opening Date: June 13, 2014

Closing Date: June 26, 2014

**CRIMINAL JUSTICE & INFORMATION SERVICES DIVISION
MISSOURI STATE HIGHWAY PATROL**



JOB OPPORTUNITY BULLETIN

TITLE: CLERK TYPIST I, II, OR III

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DESCRIPTION: This Clerk Typist 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 responsible position where the employee serves as timekeeper and receptionist for the division. This individual must be dependable, professional, and extremely accurate. An employee in this position performs skilled typing and clerical work. Independent judgment is expected in the performance of routine duties. Work is performed independently within the framework of rules and procedures; however, deviations from established procedures are normally cleared with a supervisor. Work varies according to daily assignments such as typing; selecting appropriate form letters; performing timekeeper functions; preparing notary letters and serving as a Notary Public for the division; sending, receiving, and routing facsimile documents; creating charts, graphics, and spreadsheets; opening, sorting, and distributing mail; communicating with the public by telephone or in person; processing outgoing mail for the division and maintaining inventory of supplies for the division. Duties may include serving as a lead worker in the section and providing technical guidance in the supervisor's absence. This employee is expected to exercise discretion in handling sensitive and confidential information. Ordinarily, this employee plans and organizes the work to be accomplished each day and ensures it is carried through to completion; however, a supervisor reviews significant departures from standard policies or procedures.

For a more detailed job description go to:

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

QUALIFICATIONS: **Clerk Typist I:** Graduation from high school or possess a GED. **Clerk Typist II:** Graduation from high school or possess a GED AND possess at least one year of experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Graduation from high school or possess a GED AND possess at least two years of experience as a Clerk Typist II or comparable experience.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$877.00; 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.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 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 MSHP employees who meet the minimum qualifications set forth in the job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15), resume, and typing test (<http://mshp-hrd.AssessTyping.com>) through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of July 7, 2014. 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***
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