

Opening Date: March 23, 2012

Closing Date: April 5, 2012



**CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
Missouri State Highway Patrol**

JOB OPPORTUNITY BULLETIN

TITLE: CRIMINAL HISTORY TECHNICIAN I OR II

There are currently three Criminal History Technician I or II positions available in the following units:

- **Content Manager Processing Unit**
- **Criminal History Research Unit**
- **Sex Offender Registry Unit**

Applicants will be asked which unit they are interested in working at the time of the interview.

FACILITATOR: Amanda Renn · (573) 526-6334 · amanda.renn@mshp.dps.mo.gov

DESCRIPTION: These Criminal History Technician positions are assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for these positions is Jefferson City, Missouri. These positions are classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is highly responsible technical work in the area of criminal history in the Criminal Justice Information Services Division. An employee in this class performs diversified duties in the area of criminal history file integrity. The employee coordinates the flow of incoming data from National Crime Information Center (NCIC), Missouri, and out-of-state agencies to ensure that records are entered and kept with the best quality and integrity, and assists in identifying and resolving criminal history file integrity problems. General supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

The following is a more detailed position summary of the Criminal History Technician within the Content Manager Processing Unit: Responsibilities include processing criminal record checks for the Missouri Governor's Office and the MSHP Human Resources Division, working with customers utilizing the Missouri Automated Criminal History Site (MACHS), manually processing background check requests via mail and/or fax, and answering phone calls from the public regarding record check questions. An employee in this position will be required to have a strong knowledge of Missouri's criminal record check processes and procedures and will be required to utilize that knowledge when working with the public concerning background check requests.

The following is a more detailed position summary of the Criminal History Technician within the Criminal History Research Unit: Responsibilities include researching missing or incomplete criminal history information and working with law-enforcement agencies, prosecutors, courts, and corrections officials to ensure that this information is updated accurately. An employee in this position will be required to have a strong knowledge of Missouri's criminal history processes and procedures and will be required to utilize that knowledge to update and verify records within the Computerized Criminal History system (CCH).

The following is a more detailed position summary for the Criminal History Technician within the Sex Offender Registry Unit: Responsibilities include validating sexual offender data received by the repository in electronic and manual form and ensuring that data meets State and Federal standards to be entered into the State Sexual Offender System and Missouri Public website. An employee in this position will be required to have a strong knowledge of State and Federal sex offender laws and will be required to utilize that knowledge to assist the public, criminal justice agencies, and sexual offenders concerning questions received via the State Sex-Offender Hotline.

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WORKING HOURS: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Working hours for the Content Manager Processing Unit are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Working hours for the Criminal History Research Unit are Monday through Friday from 8:00 a.m. to 5:00 p.m., with some flexibility.

Working hours for the Sex Offender Registry Unit are normally 8:00 a.m. to 5:00 p.m., with some flexibility, but an employee in this section will be part of a rotation in which they will have to work until 5:30 p.m. every eight weeks to cover the hotline.

QUALIFICATIONS: Criminal History Technician I: Completion of 60 college credit hours with an emphasis in Criminal Justice or related field OR two years of experience in the Criminal Justice Information Services Division of the Missouri State Highway Patrol. (Combination of experience as an AFIS Entry Operator or Fingerprint Technician at any level with an in-depth knowledge of the criminal justice system and a comprehensive knowledge of past and current operations in CJIS, i.e., rules, regulations, procedures and state and federal laws) OR a combination of two years education and experience in Criminal Justice or related field. **Criminal History Technician II:** Two years as a Criminal History Technician I or comparable experience. All applicants must possess the ability to type 40 words per minute with 10 or less errors.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,047.00; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in any of these Criminal History Technician positions must submit the Patrol's on-line application and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline of April 5, 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 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 April 16, 2012. 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 - General Headquarters***
1510 E. Elm Street, P.O. Box 568 · Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313 · Fax (573) 751-9924**