

Opening Date: February 27, 2013

Closing Date: March 12, 2013



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: **CRIMINAL HISTORY TECHNICIAN I OR II**
Background Check Processing Unit (2 Positions)

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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. An employee coordinates the flow of criminal record request from the public, as well, as private and state agencies. Employees have frequent contact with the public, requesting entities, as well as criminal justice agencies to perform their duties. An employee may be responsible for researching arrest records, prosecutorial decisions, court actions, and sentencing decision before disseminating a criminal record response. General supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

WORKING HOURS: An employee in this position works Monday through Friday from 8:00 a.m. to 5:00 p.m.; however, hours are subject to change at the discretion of the commanding authority.

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 March 12, 2013. 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 March 18, 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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