

Posting Date: December 27, 2012

Closing Date: January 10, 2013



JOB OPPORTUNITY BULLETIN

TITLE: DRIVER EXAMINER I, II, OR III

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DESCRIPTION: This Driver Examiner I, II, or III position is assigned to the Deer Creek Driver Examination Station within the Missouri State Highway Patrol's Troop C Headquarters. The official domicile for this position is Maplewood, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position conducts a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Employee interacts with the public on a daily basis in reference to all facets of the driver examination process.

For a more detailed job description go to:

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

QUALIFICATIONS: **Driver Examiner I:** Possess a high school diploma or GED. **Driver Examiner II:** Possess at least one year experience as a Driver Examiner I with the Missouri State Highway Patrol. **Driver Examiner III:** Possess at least three years experience as a Driver Examiner with the Missouri State Highway Patrol (must have served at least two years as a Driver Examiner II).

NECESSARY SPECIAL REQUIREMENTS: Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Must be at least twenty-one years of age at the time of employment.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,138.50; however salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals interested in this Driver Examiner position must submit the Patrol's on-line application 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.

Current employees who meet the minimum qualifications set forth in the Driver Examiner job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

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Interview boards are tentatively scheduled for the week of January 22, 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.

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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