

Opening Date: August 7, 2014

Closing Date: August 20, 2014



## JOB OPPORTUNITY BULLETIN

**TITLE:** LABORATORY EVIDENCE TECHNICIAN I OR II

**FACILITATOR:** Liz Schollmeyer  
(573) 526-6335  
[liz.schollmeyer@mshp.dps.mo.gov](mailto:liz.schollmeyer@mshp.dps.mo.gov)

**DESCRIPTION:** This Laboratory Evidence Technician I or II position is assigned to the General Headquarters Laboratory within the Crime Laboratory Division of the Missouri State Highway Patrol. 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 technical position where the employee is responsible for receiving, securing, and returning physical evidence submitted to the laboratory by law enforcement agencies for analysis in criminal cases. Work involves general clerical duties (e.g., answering telephone inquiries, typing and maintaining various laboratory records and files, etc.); cleaning, and monitoring of laboratory equipment; working with biological and chemical hazards; completing discipline specific forms; and communicating with law enforcement agencies, attorneys, and various state agencies in reference to cases or evidence samples. An employee in this position may come in contact with contaminated materials while handling evidence. An employee in this position participates in a formal and on-the-job training program. Work is performed under detailed direction and close supervision.

For a more detailed job description go to:

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

**QUALIFICATIONS:** **Laboratory Evidence Technician I:** Graduation from high school or possess a GED. **Laboratory Evidence Technician II:** Two years as a Laboratory Evidence Technician I or comparable experience.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,089.00; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this Laboratory Evidence Technician I or II position **must complete and 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](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 Crime Laboratory employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15C) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of September 1, 2014, at the General Headquarters in Jefferson City, Missouri.

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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.