

Posting Date: October 12, 2012

Closing Date: October 25, 2012



TROOP F HEADQUARTERS Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: Motor Vehicle Inspector I, II, or III

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DESCRIPTION: This Motor Vehicle position is assigned to the Missouri State Highway Patrol's Troop F Headquarters. 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 position where the employee audits assigned inspection stations to ensure premises, equipment, and personnel meet statutory and department regulations, policies, and procedures. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verifications. The Motor Vehicle Inspector interacts with the public and station personnel on a daily basis reference all facets of the Motor Vehicle Inspection program. Extensive travel during working hours is required. An employee in this position participates in a formal and on-the-job training program and operates under close supervision. An employee in this position may be reassigned or transferred in a Troop at the discretion of the commanding authority.

(For a more detailed job description go to:

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

QUALIFICATIONS: **Motor Vehicle Inspector I:** Graduation from high school or possess a GED. Applicant must be at least twenty-one years of age. **Motor Vehicle Inspector II:** Must possess at least one year experience as a Motor Vehicle Inspector I with the department. **Motor Vehicle Inspector III:** Must possess at least two years of experience as a Motor Vehicle Inspector II with the department and possess at least three years of experience as a Motor Vehicle Inspector within the department.

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 Motor Vehicle Inspector 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 Motor Vehicle Inspector 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.

Interview boards are tentatively scheduled for the week of November 5, 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.

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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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