

Opening Date: June 8, 2011

Closing Date: June 21, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
TROOP C HEADQUARTERS

TITLE: Motor Vehicle Inspector I, II, or III

LOCATION: Koch Road Motor Vehicle Inspection Facility - St. Louis, Missouri

FACILITATOR: Sergeant Ronald J. Miesner • ronald.miesner@mshp.dps.mo.gov • (636) 300-2800 ext: 3354

DESCRIPTION: This position is assigned to the Missouri State Highway Patrol Troop C Headquarters, located in Weldon Spring, Missouri. This position is assigned to the Koch Road Motor Vehicle Inspection Facility, located in St. Louis, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. The official domicile for this position is St. Louis, Missouri.

POSITION SUMMARY: An employee in this position 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:** Possess a high school diploma or GED. Be at least 21 years of age. Possess and maintain a valid Driver License. No convictions of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude. , **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 with the department.

Employees who work in positions where interaction with the public or representatives of other agencies is likely, will conform to General Order 26-04 in regard to body piercing, brands, and tattoos. Applicants will not be hired for uniformed civilian positions if they have any tattoos or brands 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 wearing any official uniform.

SALARY RANGE: The starting salary for this position is \$1,116.00 (semi-monthly); however, salary may be commensurate with applicable experience.

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application on or before the application deadline. Resumes will not be accepted in lieu of the application. Please visit the current openings page on our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE).

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

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 and resume through channels prior to the application deadline.

Opening Date: June 8, 2011

Closing Date: June 21, 2011

Interview boards are tentatively scheduled for the week of July 11, 2011. 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***
Troop C Headquarters
891 Technology Drive
Weldon Spring, MO 63304
Phone/TDD (636) 300-2800
Fax (636) 300-2741**