

Opening Date: January 28, 2014

Closing Date: Open Until Filled



INFORMATION & COMMUNICATIONS TECHNOLOGY DIVISION Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: TEMPORARY CLERK

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DESCRIPTION: There is currently a Temporary Clerk position available within the Information and Communications Technology Division of the Missouri State Highway Patrol. This position is assigned to the Budget and Purchasing Unit. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. *This position is approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This is a temporary position where the employee provides administrative and secretarial support in the Information and Communications Technology Division and maintains a close and highly responsive relationship with fellow staff in the day-to-day activities of the division. The employee has access to confidential information. Work includes varied clerical and secretarial duties requiring a considerable knowledge of office practices and an understanding of departmental procedures. An employee in this position is closely supervised.

For a more detailed job description go to:

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

QUALIFICATIONS: Graduation from high school or possess a GED. All applicants must possess the ability to type 40 words per minute with 10 or less errors.

SALARY RANGE: \$9.45/hour

APPLICATION PROCEDURE: Individuals interested in this Temporary Clerk position must submit the Patrol's on-line application and typing test (<http://mshp-hrd.AssessTyping.com>) 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.

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.

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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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