

Opening Date: August 14, 2013

Closing Date: August 20, 2013



**TRAFFIC RECORDS DIVISION  
Missouri State Highway Patrol**

**JOB OPPORTUNITY BULLETIN**

**TITLE:** TEMPORARY TYPIST

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

**DESCRIPTION:** There is currently a Temporary Typist position available within the Traffic Records 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. *This position is approved for 1,000 hours of work during a 12-month period.*

**POSITION SUMMARY:** This is an entry-level position where the employee is responsible for accurately encoding data into the computer database via the personal computer. An employee in this position encodes data into the computer database via the personal computer; verifies, modifies, or deletes information as required; pre-codes accident reports, and/or court records, and/or other source documents; alphabetizes, transports, files, and purges records/documents; receives, stamps, sorts, photocopies, microfilms, scans, and repacks records/documents; performs other related duties as assigned. 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:** \$9.21/hour

**APPLICATION PROCEDURE:** Individuals interested in this Temporary Typist 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](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.

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.

**\*\*\*Missouri State Highway Patrol\*\*\*  
General Headquarters  
1510 E. Elm Street, P.O. Box 568  
Jefferson City, MO 65102-0568  
Phone/TDD (573) 751-3313  
Fax (573) 751-9924**