

**JOB OPPORTUNITY BULLETIN****MISSOURI STATE HIGHWAY PATROL  
MOTOR EQUIPMENT DIVISION**

**TITLE:** Automotive Technician I, II, or III

**LOCATION:** Jefferson City, Missouri

**FACILITATOR:** Christina Suthoff (573) 526-6340  
[christina.suthoff@mshp.dps.mo.gov](mailto:christina.suthoff@mshp.dps.mo.gov)

**DESCRIPTION:** The Automotive Technician position is assigned to the Missouri State Highway Patrol's Motor Equipment Division. 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:** An employee in this position performs general to extensive and detailed repair and maintenance on Patrol vehicles. Duties also include cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is usually performed under general supervision. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

**QUALIFICATIONS:** **Automotive Technician I:** Graduation from high school or possess a GED and successful completion of a two-year automotive mechanics course or two years of experience in a position where the primary responsibility is automotive maintenance and repair. **Automotive Technician II:** Meet the requirements of an Automotive Technician I and one year of experience as an Automotive Technician or comparable experience. **Automotive Technician III:** Meet the requirement of an Automotive Technician II and two years experience as an Automotive Technician II or comparable experience.

**SALARY RANGE** (Semi-monthly) The minimum starting salary is \$1,152.50; however salary will 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](http://www.mshp.dps.mo.gov) to complete our **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 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 December 20, 2010. 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, favorable background investigation, and the results of a medical or psychological testing, when required.

**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, national origin, age, disability status, or any other non-merit factor.

**\*\*\*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**