

Opening Date: June 29, 2012

Closing Date: July 13, 2012



TROOP H HEADQUARTERS Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: Automotive Technician I, II, or III

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DESCRIPTION: This Automotive Technician position is assigned to the Missouri State Highway Patrol's Troop H Headquarters. The official domicile for this position is St. Joseph, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position is responsible for the general 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/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/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: The minimum starting salary is \$1,175.50; 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 prior to the application deadline of July 13, 2012. 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 reapply.

Current Patrol 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 July 23, 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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