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**JOB OPPORTUNITY BULLETIN**  
**MISSOURI STATE HIGHWAY PATROL**  
**INFORMATION & COMMUNICATIONS TECHNOLOGY DIVISION**

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**TITLE:** Computer Information Technologist I, II, or III

**LOCATION:** General Headquarters, Jefferson City, MO

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

**DESCRIPTION:** The Computer Information Technologist I, II, or III position is assigned to the Device and Network Support Section of the Information & Communications Technology Division at General Headquarters of the Missouri State Highway Patrol. This position will be assigned to 2nd shift hours - 3:30 p.m. to 12:00 a.m. An employee in this position will work rotating weekends and holidays. The official domicile for this position is Jefferson City, Missouri. This position is classified as nonexempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is a professional and technical position working in computer systems analysis, design, programming, and/or the administration of a mainframe, midrange, or microcomputer environment. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salary/Schedule.html>)

**QUALIFICATIONS:** Graduation from an accredited four-year college or university with at least fifteen (15) semester hours in computer science, computer information systems or closely related areas. (Computer information technology systems experience such as computer programming, systems analysis and design, geographic information systems, or work with primary responsibility for the configuration of computer hardware and software in a mainframe, midrange and/or microcomputer environment may be substituted on a year-for-year basis for deficiencies in the stated education.) **OR** have one year experience as a Computer Information Technologist Trainee under the Missouri Uniform Classification and Pay System.

**It is highly desirable that applicants for this position possess knowledge of and/or experience in the following:** Communicate effectively on the phone, in a Call Center environment; good written communications skills for documentation; Windows XP/Windows 7 administration configuration experience; general knowledge of the hardware components of a PC; physical installation of PC's, printers, and peripherals in Patrol locations across the State; ability to lift and transport equipment; crawl under desks, into trunks of cars, and other locations requiring equipment installation and troubleshooting; periodic travel throughout the state to Patrol locations, which may require overnight stays; hardware and printer maintenance and configuration; troubleshooting skills of PC's, printers, and peripherals; creating and restoring PC Clones.

**STARTING SALARY (Semi-monthly):** Salary may be commensurate with experience

**APPLICATION PROCEDURE:** Individuals interested in this position **must complete and submit** the Patrol's on-line application prior to the application deadline of January 3, 2012. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to 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 completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

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 January 16, 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.

**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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