
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
INFORMATION SYSTEMS DIVISION

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

LOCATION: General Headquarters, Jefferson City, MO

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

DESCRIPTION: The Computer Information Technologist Trainee, I, II, or III position is assigned to the User Support Services Section of the Information Systems 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/salarySchedule.html>)

QUALIFICATIONS: Successful completion of associates of arts program with at least fifteen (15) semester hours in computer science, computer information systems, or closely related data processing coursework. (Experience in the computer information technology field such as computer programming, computer systems analysis and design, or work with primary responsibility for the configuration of mainframe, midrange and/or microcomputer hardware and software, network administration or closely related areas may substitute on a year-for-year basis for deficiencies in the stated education.) Preference may be given to applicants possessing a full bachelor's degree with emphasis in CIS.

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: (bi-monthly) Salary may be commensurate with experience

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application on or before the deadline of May 31, 2011. Resumes will not be accepted in lieu of the application. Please visit the current openings page on our website at www.mshp.dps.missouri.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 June 11, 2011. 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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