

Opening Date: August 27, 2014

Closing Date: September 10, 2014



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

TITLE: CJIS TECHNICIAN I, II, OR III
2nd Shift (4:00 P.M. - 3:00 A.M.)

FACILITATOR: Kristy Johnson
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DESCRIPTION: This CJIS Technician I, II, or III position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. *This position is assigned to the 2nd shift. 2nd shift employees are responsible for providing coverage between the hours of 4:00 p.m. to 3:00 a.m. Employees assigned to this shift will alternate 3:00 a.m. coverage. 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 partial-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for receiving, processing, and disseminating criminal record histories requested by the general public and authorized agencies. The position is also responsible for entering, updating, verifying, and maintaining records within various databases and manual files.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: **CJIS Technician I** - Graduation from high school or possess a GED AND completion of 60 college credit hours with an emphasis in Criminal Justice or related field, two years experience in the field of criminal justice, criminal record systems, latent prints, etc., or a combination of two years education and experience in criminal justice, criminal record systems, latent prints, etc. **CJIS Technician II** - Possess a four-year degree in the criminal justice/law enforcement field (comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems may be substituted on a year-for-year basis for the required education OR must have served two consecutive years as a CJIS Technician I within the Missouri State Highway Patrol's Criminal Justice Information Services Division and may be required to successfully complete all skill assessment evaluations for a CJIS Technician I. **CJIS Technician III** - Possess a four-year degree in the criminal justice/law enforcement field (comparable work experience in the criminal justice/law enforcement field working directly with criminal record systems may be substituted on a year-for-year basis for the required education) and 2 years comparable work experience OR must have served two consecutive years as a CJIS Technician II within the Missouri State Highway Patrol's Criminal Justice Information Services Division and may be required to successfully complete all skill assessment evaluations for a CJIS Technician II.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,159.50; however salary may be commensurate with applicable experience and education.

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APPLICATION PROCEDURE: Individuals interested in this CJIS Technician position must submit the Patrol's on-line application 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 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.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of September 22, 2014. 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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