

Opening Date: November 19, 2010

Closing Date: December 3, 2010

**JOB OPPORTUNITY BULLETIN**  
**MISSOURI STATE HIGHWAY PATROL**  
**CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

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**TITLE:** CJIS Technician II or III - Record Quality & Processing Section

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

**FACILITATOR:** Amanda Renn  
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**DESCRIPTION:** This CJIS Technician position is assigned to the Record Quality and Processing Section of the Missouri State Highway Patrol's Criminal Justice Information Services 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:** This position is responsible for classifying, comparing, and filing of latent prints and criminal record data. Work includes processing incoming data to ensure that records are entered and kept with the best quality and integrity, and assists in identifying and resolving criminal history file integrity problems. An employee in this position will participate in on-the-job training as well as certification classes. This position may serve as a lead worker to lower classifications and assists with questions and duties that are outside the well established routine as well as with training. An employee in this position is closely supervised until training is successfully completed; then general supervision is received from a designated supervisor.

**The following is a more detailed position summary of the CJIS Technician II or III within the Record Quality & Processing Section:** An employee in this position is responsible for reviewing and updating all criminal history RAP (Record of Arrest and Prosecution) sheets for accuracy and completeness before dissemination. The employee will identify and resolve criminal history record integrity problems, while coordinating with criminal justice agencies to retrieve and update criminal history data. Employees in this position perform a range of duties associated with processing criminal history record checks for non-criminal justice purposes while acting as the liaison for users of the criminal background check system. *(For a more detailed job description go to:*  
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>*.)*

**QUALIFICATIONS:** **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). **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.

**SALARY RANGE:** The minimum starting salary is \$1,191.50 (semi-monthly); however salary will be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in the CJIS Technician position, within the Record Quality and Processing Section, **must submit** the Patrol's on-line application on or before the deadline of December 3, 2010. Resumes will not be accepted in lieu of the application. Please visit 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.

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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 December 13, 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.

**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\*\*\*  
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