

Opening Date: July 19, 2013

Closing Date: August 1, 2013



## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

### JOB OPPORTUNITY BULLETIN

**TITLE:** CJIS TRAINER/AUDITOR I - LIVESCAN/CRIMINAL HISTORY

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**DESCRIPTION:** This CJIS Trainer/Auditor I - Livescan/Criminal History position is assigned to 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 partial exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This technical position is responsible for providing statewide training and technical assistance to criminal justice agencies. This includes the development of training materials and acting as a point of contact between user agencies and the Missouri State Highway Patrol. Moderate in-state travel is required and flexible shifts are required in order to facilitate effective interaction with supported law enforcement personnel. This position requires a highly professional, technically skilled, and responsible individual who possesses the ability to work independently outside the division. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by an immediate supervisor to ensure conformance with the department's established rules, policies, and procedures.

For a more detailed job description go to:

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

**QUALIFICATIONS:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a Bachelor's Degree in Criminal Justice, Criminology, Statistics, Computer Information Science, Public Administration, Business Administration, or closely related field;

AND

Two (2) years of qualifying technical/field work experience in the areas of law enforcement, MULES, probation and parole, or court administration. POST certified law enforcement experience is preferred.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,420.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this CJIS Trainer/Auditor I - Livescan/Criminal History position must submit the Patrol's on-line application prior to the application deadline of August 1, 2013. 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 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.

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Interview boards are tentatively scheduled for the week of August 12, 2013. 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.

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