

Opening Date: December 15, 2010

Closing Date: December 29, 2010

JOB OPPORTUNITY BULLETIN

**MISSOURI STATE HIGHWAY PATROL
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

TITLE: CJIS Trainer/Auditor I - MoDEx

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This CJIS Trainer/Auditor I - MoDEx position is assigned to the Missouri State Highway Patrol's Criminal Justice and Information Services Division, Jefferson City, Missouri. 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 is a highly technical position responsible for statewide training law enforcement agencies on the Coplink software relating to the MoDEx project. This includes the development of training materials, and acting as a point of contact between user agencies and the Missouri State Highway Patrol. Extensive in-state travel is required and flexible shifts are required in order to facilitate effective interaction with supported law enforcement personnel. The 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: Possess a Bachelor's Degree in Criminal Justice, Statistics, Computer Information Science, Business Administration, or closely related field and one year of qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred **OR** Five years qualifying *technical/field* work experience in the areas of law enforcement, MULES, probation & parole, or court administration. POST certified law enforcement experience is preferred.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$1,392.50; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the CJIS Trainer/Auditor I - MoDEx position **must complete and submit** the Patrol's on-line application on or before the deadline of December 29, 2010. Applicants with the necessary educational qualifications must also submit official college transcripts (unofficial internet copies will not be accepted) by 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 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.

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.

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Interview boards are tentatively scheduled for the week of January 10, 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.

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, favorable background investigation, and the results of a medical or psychological testing, when required.

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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