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**JOB OPPORTUNITY BULLETIN**  
**MISSOURI STATE HIGHWAY PATROL**  
**TROOP H HEADQUARTERS**

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**TITLE:** Commercial Vehicle Enforcement Inspector I

**LOCATION:** Watson

**FACILITATOR:** Lieutenant James E. McDonald  
(816) 387-2344 ext. 253  
[James.mcdonald@mshp.dps.mo.gov](mailto:James.mcdonald@mshp.dps.mo.gov)

**DESCRIPTION:** This Commercial Vehicle Enforcement Inspector I position is assigned to the Missouri State Highway Patrol's Troop H Headquarters. This position is classified as non-exempt under the Fair Labor Standards Act. The work location and official domicile for this position is listed above.

**POSITION SUMMARY:** This is an entry-level position where the employee weighs and inspects commercial vehicles to determine compliance with state and federal law and regulations. The employee must be able to accommodate shift work and working outdoors during inclement weather conditions. Work is performed under close supervision by a designated supervisor. An employee at this level will be on probation for at least six months. *(For a more detailed job description go to:* <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>*.)*

**SALARY RANGE:** The minimum starting salary is \$1,152.50. (semi-monthly)

**QUALIFICATIONS:** Graduation from high school or possess a GED, and be 21 years of age. Must possess a valid Missouri Driver's License at the time of appointment.

\*All new Commercial Vehicle Enforcement Inspectors will be required to attend and successfully complete an eight-week Basic Commercial Vehicle Inspector training course as approved by the Superintendent of the Missouri State Highway Patrol. This training will begin on February 6, 2012, at General Headquarters located in Jefferson City, Missouri.

Pursuant to General Order 26-04, uniformed civilian employees will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform. CVE Personnel will adhere to hair regulations pertaining to length, style, and color. CVE Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. CVE Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.

**APPLICATION PROCEDURE:** Individuals interested in this position must complete and submit the Patrol's on-line application on or before the application deadline. Resumes will not be accepted in lieu of the application. Please visit the current openings page on our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete the on-line Application for Civilian Employment (ACE).

Current 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.

**TESTING AND INTERVIEW PROCESS:** A written examination and interviews are scheduled for the week of January 3, 2012. The testing will take approximately two hours.

**The start date for this position is scheduled for February 1, 2012. On that date the selected applicant will complete orientation at the troop headquarters. The selected applicant will report to General Headquarters to begin the required eight-week training on February 6, 2012. Room and board will be provided to the selected applicant for the eight-week training course.**

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.

**Opening Date: December 13, 2011**

**Closing Date: December 27, 2011**

**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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