

Opening Date: January 19, 2012

Closing Date: February 1, 2012

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**JOB OPPORTUNITY BULLETIN**  
**MISSOURI STATE HIGHWAY PATROL**  
**BUDGET AND PROCUREMENT DIVISION**

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**TITLE:** Clerk II or III

**LOCATION:** Jefferson City, Missouri

**FACILITATOR:** Amanda Renn · (573) 526-6334 · [amanda.renn@mshp.dps.mo.gov](mailto:amanda.renn@mshp.dps.mo.gov)

**DESCRIPTION:** This Clerk II or III position is assigned to the Missouri State Highway Patrol's Budget and Procurement 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 is standardized manual and clerical work in receiving, handling, recording, storing, and shipping of the Patrol's warehouse merchandise to and from all Patrol locations across the state. The employee in this position works under general supervision and is expected to adhere to established rules, policies, and procedures. An employee in this position may be responsible for performing the duties of the Property Inventory Controller when necessary. *(For a more detailed job description go to:*  
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>*.)*

**QUALIFICATIONS:** **Clerk II:** Graduation from high school or possess a GED and at least one year of experience as a Clerk I or possess comparable experience with on-line inventory management systems or delivery/storekeeping procedures. **Clerk III:** Graduation from high school or possess a GED and at least two years of experience as a Clerk II or comparable experience with on-line inventory management systems or delivery/storekeeping procedures.

Applicants must possess or obtain a Class B Commercial Driver's License (CDL) with an air brake endorsement within a six-month probationary period and maintain throughout employment and possess a valid drivers' license.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$863.50; however salary will be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this Clerk position must submit the Patrol's on-line application prior to the application deadline of February 1, 2012. 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 \(ACE\)](#).

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 and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of February 14, 2012. 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, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**\*\*\*Missouri State Highway Patrol - General Headquarters\*\*\***  
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