
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
TRAFFIC RECORDS DIVISION

TITLE: Clerk IV

LOCATION: General Headquarters, Jefferson City, MO

FACILITATOR: Christina Suthoff (573) 526-6340
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DESCRIPTION: The Clerk IV position is assigned to the Traffic Records Division at the Missouri State Highway Patrol General Headquarters. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position provides administrative and secretarial support. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Work includes varied clerical and secretarial duties requiring knowledge of office routine and an understanding of departmental procedures. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the division director. *(For a more detailed job description go to:*
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

QUALIFICATIONS: Possess at least two years experience as a Clerk Typist III or Stenographer III with at least five years clerical experience with the Patrol; or possess at least seven years experience as a Secretary, Office Manager, or responsible clerical work outside the Patrol. Applicants must complete a typing test with a score of 60 wpm with 10 or less errors.

SALARY RANGE: (Semi-monthly) \$1,081.00 - \$1,498.00

APPLICATION PROCEDURE: Individuals interested in this position must complete and submit the Patrol's on-line application on or before the posted 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 interested in this position must also take a typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline.

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 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. Current employees must also take a typing test.

Interview boards are tentatively scheduled for the week of August 9, 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.

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.

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
Human Resources Division
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