

Opening Date: October 6, 2010

Closing Date: October 20, 2010

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
DIVISION OF DRUG AND CRIME CONTROL

TITLE: Clerk Typist I, II, or III

LOCATION: Jefferson City, Missouri

FACILITATOR: Liz Stokes (573) 526-6335;liz.stokes@mshp.dps.mo.gov

DESCRIPTION: The Clerk Typist I, II, or III position is assigned to the Missouri State Highway Patrol's Division of Drug and Crime Control. 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 performs general typing and clerical work, which provides general clerical support for the Division of Drug and Crime Control. Work is performed within the framework of rules and procedures; however, deviations from established procedures are cleared with the supervisor. Detailed instructions are given at the beginning of work on subsequent new assignments.

(For a more detailed job description go to:

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

QUALIFICATIONS: **Clerk Typist I:** Graduation from high school or possess a GED. **Clerk Typist II:** Graduation from high school or possess a GED **AND** possess at least one year experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Graduation from a high school or possess a GED **AND** possess at least two years experience as a Clerk Typist II or comparable experience. All applicants must possess the ability to type 40 words per minute with 10 or less errors.

SALARY RANGE (Semi-monthly) The minimum starting salary is \$839.00; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) on or before the deadline of October 20, 2010. 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 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 **and complete a typing test** prior to the application deadline.

Interview boards are tentatively scheduled for the week of November 8, 2010.

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, national origin, age, disability status, or any other non-merit factor.

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