

Opening Date: February 25, 2011

Closing Date: March 10, 2011

JOB OPPORTUNITY BULLETIN

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

TITLE: Criminal History Technician I - Criminal History Research Section

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
(573) 526-6334
amanda.renn@mshp.dps.mo.gov

DESCRIPTION: This Criminal History Technician position is assigned to the Criminal History Research Section of the Missouri State Highway Patrol's Criminal Justice Information Services Division. Working hours for this position will be 8:00 a.m. to 5:00 p.m. at the discretion of the Division Director, with schedule to include holiday and weekend coverage. 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 highly responsible technical work in the area of criminal history in the Criminal Justice Information Services Division. An employee in this class performs diversified duties in the area of criminal history file integrity. The employee coordinates the flow of incoming data from National Crime Information Center (NCIC), Missouri, and out-of-state agencies to ensure that records are entered and kept with the best quality and integrity, and assists in identifying and resolving criminal history file integrity problems. General supervision is provided by a supervisor who reviews work for overall completeness, accuracy, and adherence to schedules.

The following is a more detailed position summary of the Criminal History Technician I within the Criminal History Research Section: Responsibilities include researching missing or incomplete criminal history information and working with law-enforcement agencies, prosecutors, courts, and corrections officials to ensure that this information is updated accurately. An employee in this position will be required to have a strong knowledge of Missouri's criminal history processes and procedures and will be required to utilize that knowledge to update and verify records within the Computerized Criminal History system (CCH).

(For a more detailed job description go to:

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

QUALIFICATIONS: **Criminal History Technician I:** Completion of 60 college credit hours with an emphasis in Criminal Justice or related field OR two years of experience in the Criminal Justice Information Services Division of the Missouri State Highway Patrol. (Combination of experience as an AFIS Entry Operator or Fingerprint Technician at any level with an in-depth knowledge of the criminal justice system and a comprehensive knowledge of past and current operations in CJIS, i.e., rules, regulations, procedures and state and federal laws) OR a combination of two years education and experience in Criminal Justice or related field. **Criminal History Technician II:** Two years as a Criminal History Technician I or comparable experience.

SALARY RANGE: The minimum starting salary is \$1,047.00 (semi-monthly); however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the Criminal History Technician position, within the Criminal History Research Section, **must submit** the Patrol's on-line application **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline of March 10, 2011. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line Application for Civilian Employment (ACE)**. A typing test score of 40 wpm w/ 10 or less errors must be achieved to be considered for the position of Criminal History Technician.

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.

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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.

Interview boards are tentatively scheduled for the week of March 21, 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.

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

*****Missouri State Highway Patrol***
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**