
JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

TITLE: Criminal History Technician I or II (2 Positions)
Record Check Section or Record Quality & Processing Section

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: One of these Criminal History Technician positions is assigned to the Record Check Section and one is assigned to the Record Quality & Processing 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. The official domicile for these positions is Jefferson City, Missouri. These positions are 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 or II within the Record Check Section or the Record Quality & Processing Section: Employees are responsible for reviewing and updating all criminal history RAP (Record of Arrest and Prosecution) sheets for accuracy and completeness before dissemination. Employees identify and resolve criminal history record integrity problems while coordinating with criminal justice agencies to retrieve and update criminal history data. Employees in this position must be able to respond to inquiries, by telephone or in person as well as being able perform walk-in record checks (name searches and fingerprint) including warrant checks at the CJIS public window. Employees in this position perform a range of duties associate with processing criminal history record checks for non-criminal justice purposes while acting as the liaison for users of the criminal background check system. *(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 will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in these Criminal History Technician positions, within either the Record Check Section or the Record Quality & Processing 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 December 9, 2010. 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). 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.

Opening Date: November 26, 2010

Closing Date: December 9, 2010

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 prior to the application deadline.

Interview boards are tentatively scheduled for the week of December 20, 2010. The tentative start date for these positions 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, national origin, age, disability status, or any other non-merit factor.

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