

Opening Date: July 23, 2010

Closing Date: August 5, 2010

JOB OPPORTUNITY

**MISSOURI STATE HIGHWAY PATROL
TROOP E HEADQUARTERS**

TITLE: Driver Examiner Clerk I, II, or III

LOCATION: Troop E Headquarters
Poplar Bluff, Missouri

FACILITATOR: Lieutenant Michael R. Pulliam
(573) 840-9500 ext. 240
mike.pulliam@mshp.dps.mo.gov

DESCRIPTION: The Driver Examiner Clerk position is assigned to Troop E Headquarters. The official domicile is Poplar Bluff, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this position is responsible for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Decisions are made relative to passing or failing of applicants based on well-defined guidelines. Work is performed under general supervision. *(For a more detailed job description go to:*
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>*.)*

QUALIFICATIONS: **Driver Examiner Clerk I:** Graduation from high school or possess a GED.

Driver Examiner Clerk II: Graduation from high school or possess a GED **and** possess at least one year of experience as a Driver Examiner Clerk I or comparable experience.

Driver Examiner Clerk III: Graduation from high school or possess a GED **and** possess at least two years experience as a Driver Examiner Clerk II or comparable experience.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

Driver Examiners assigned to a traveling crew may be required to furnish a vehicle to transport the Examination Team and all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.

SALARY RANGE: (Semi-monthly) **Driver Examiner Clerk I/II:** \$863.50 - \$1,148.50
Driver Examiner Clerk III: \$991.50 - \$1,339.50

APPLICATION PROCEDURE: Individuals interested in this position must submit the Patrol's Application for Employment prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at www.mshp.dps.missouri.gov, or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

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Interview boards are tentatively scheduled for the week of August 16, 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***
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