

Opening Date: November 26, 2010

Closing Date: December 9, 2010

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

TITLE: Fingerprint Technician I, II, or III (7 Positions)

LOCATION: General Headquarters
Jefferson City, Missouri

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

DESCRIPTION: These Fingerprint Technician positions are assigned to the AFIS Section of the Missouri State Highway Patrol's Criminal Justice Information Services Division. Two of these positions are assigned to the 2nd shift - 4:00 p.m. to 12:30 a.m. and five of these positions are assigned to the 3rd shift - 10:30 p.m. to 7:00 a.m. Employees in these positions work rotating weekends and holidays. 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: An employee in this position performs advanced technical and complex work involving the classification, searching, comparison and filing of criminal and applicant fingerprints. An employee in this position will participate in an on-the-job training program and attend and successfully complete certification classes pertaining to the job. The employee exercises independent judgment and initiative in the performance of the assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies and procedures. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)

QUALIFICATIONS: **Fingerprint Technician I:** Graduation from high school or possess a GED. **Fingerprint Technician II:** Graduation from high school or possess a GED and at least one-year experience as a Fingerprint Technician I or comparable experience. **Fingerprint Technician III:** Graduation from high school or possess a GED and at least two years experience as a Fingerprint Technician II or comparable experience.

SALARY RANGE (Semi-monthly) The minimum starting salary is \$1,024.00; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in these Fingerprint Technician positions, within the AFIS 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 Fingerprint 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.

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.

Opening Date: November 26, 2010

Closing Date: December 9, 2010

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.

*****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**