

Opening Date: September 22, 2011

Closing Date: October 5, 2011

JOB OPPORTUNITY BULLETIN

**MISSOURI STATE HIGHWAY PATROL
TROOP E HEADQUARTERS**

TITLE: Housekeeper 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: This Housekeeper position is assigned to the Missouri State Highway Patrol's Troop E Headquarters. The official domicile for this position is Poplar Bluff, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: An employee in this class performs manual work involving a variety of housekeeping tasks performed under close supervision. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)

QUALIFICATIONS: **Housekeeper I:** Graduation of the eighth grade. **Housekeeper II:** Graduation of the eighth grade and possess at least one-year experience as a Housekeeper I or comparable experience. **Housekeeper III:** Graduation of the eighth grade and possess at least one-year experience as a Housekeeper II or comparable experience.

SALARY RANGE: The minimum starting salary is \$794.00 (semi-monthly); however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Housekeeper position, **must submit** the Patrol's on-line application prior to the application deadline of October 5, 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).

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 October 17, 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, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol - Troop E Headquarters***
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