

Opening Date: August 25, 2011

Closing Date: September 8, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
DIVISION OF DRUG AND CRIME CONTROL

TITLE: Information Analyst I or II - Motor Vehicle Unit

LOCATION: Jefferson City, Missouri

FACILITATOR: Liz Stokes
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DESCRIPTION: This Information Analyst position is assigned to the Motor Vehicle Unit of the Missouri State Highway Patrol's Division of Drug and Crime Control, Jefferson City, Missouri. This position will be assigned to work first shift: 8:00 a.m. to 5:00 p.m. These hours are subject to change at the discretion of the division director. A flexible work schedule is permitted. 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 a responsible technical position assigned to the Division of Drug and Crime Control. Work involves providing information in response to urgent inquiries from law enforcement officials concerning the validity of drivers' license records, title applications, and VINs for suspected fraud, stolen vehicles, or criminal activity. An employee in this position is responsible for making determinations of record matches and maintaining the accurate and efficient flow of information from the Missouri Department of Revenue (DOR) to authorized law enforcement agencies. The employee acts as a liaison between the DOR, Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), Internal Revenue Service (IRS), Missouri Information Analysis Center (MIAC) and other local and statewide law enforcement agencies. The employee works under close supervision until fully trained and then works under general supervision within 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: Information Analyst I: Graduation from a high school or possess a GED; **and** possess two years of responsible customer relations or comparable experience equivalent to a senior office support classification. Information Analyst II: Two years experience as an Information Analyst I or comparable experience.

It is highly desirable that applicants for this position possess knowledge of and/or experience in the following:

Reviewing and analyzing large amounts of data; utilizing computer programs to compile information to create graphs, charts, or maps; working with large amounts of data with short time lines or turn around for completion of projects.

SALARY RANGE: (Semi-monthly) The minimum starting salary is \$991.50; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in the Information Analyst position **must complete and submit** the Patrol's on-line application on or before the deadline of September 8, 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 September 26, 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.

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.

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

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