

Opening Date: January 31, 2011

Closing Date: February 14, 2011

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

TITLE: Information Analyst I or II

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This Information Analyst position is assigned to the Custodian of Records Section within the Missouri State Highway Patrol's Criminal Justice Information Services Division. 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 highly responsible position requiring the employee to research and disseminate Highway Patrol documents requested by the public, law enforcement agencies, federal agencies, state agencies, attorneys, media, insurance companies and out-of-state agencies under the authority of the Custodian of Records and pursuant to the Missouri State Sunshine Law. The employee in this position maintains original SHP-325 reports, which includes Arrest, Incident, Investigation, Property and Vehicle Records along with any attachments they may have. *(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 high school or possess a GED and possess two years of clerical and/or customer service experience in an office setting. **Information Analyst II:** At least two years of experience as an Information Analyst I or comparable experience.

SALARY RANGE (Semi-monthly) The minimum starting salary for an Information Analyst I \$991.50 and an Information Analyst II is \$1,081.00; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Information Analyst position **must submit** the Patrol's on-line application prior to the application deadline of February 14, 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).

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 February 28, 2011. 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.

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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.

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, national origin, age, disability status, or any other non-merit factor.

*****Missouri State Highway Patrol***
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