

Opening Date: August 14, 2012

Closing Date: August 27, 2012



JOB OPPORTUNITY BULLETIN

TITLE: POST Program Coordinator

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

DESCRIPTION: This POST Program Coordinator position is assigned to the Missouri State Highway Patrol's Training 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 very responsible, professional position where the employee serves as a liaison between the Troop Lieutenants responsible for troop training and law enforcement agencies statewide who receive Continuing Education training accredited by the Training Division. This employee is the primary individual responsible for the preparation, maintenance, and compliance of POST audit requirement through coordination with the POST Compliance Staff. Work involves monitoring the quality of training records required by the Department of Public Safety, Peace Officers Standards and Training (POST), and the maintenance of individual training records, to include ensuring that the division remains in compliance with the rules and regulations mandated by POST Commission for Continuing Education credit. Responsibilities of this position include the collection of any fees assessed for training and preparing such fees for deposit in the HPA account. This position is also responsible for maintaining, tracking, and entering all recertification training and management training. General direction is received from the Assistant Director of Training. For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: Possess a four-year degree in Business Administration, Criminal Justice Administration, or closely related field, with at least two (2) years experience in lesson planning and training records. (One year of work experience may be substituted on a year for year basis for the required education.)

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,215.50; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this POST Program Coordinator position **must complete and submit** the Patrol's on-line application prior to the application deadline. 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 previously completed an application must access their profile in the ACE system to re-apply.

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 4, 2012. The tentative start date for this position is within 30 days of the interview.

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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***
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**