

JOB OPPORTUNITY BULLETIN

**MISSOURI STATE HIGHWAY PATROL
DIVISION OF DRUG & CRIME CONTROL**

TITLE: Temporary Clerk

LOCATION: Jefferson City, MO

FACILITATOR: Liz Stokes (573) 526-6335;
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DESCRIPTION: This temporary position is assigned to the Missouri State Highway Patrol's Division of Drug and Crime Control. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. *This position is approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This is an entry-level position where the employee is to assist an analyst who is responsible for entry, quality control, and reporting of DEA 612's for inclusion into the EPIC system. The EPIC system tracks the number of reported meth lab incidents within the state of Missouri. This employee may assist in processing investigative reports and various tasks. An employee in this position is closely supervised. (*For a more detailed job description go to:* <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>)

QUALIFICATIONS: Graduation from a high school or posses a GED. All applicants must possess the ability to type 30 words per minute with 10 or less errors.

SALARY RANGE: \$9.03/hour

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application **and take a typing test** (<http://mshp-hrd.AssessTyping.com>). Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.missouri.gov to complete an **on-line** Application for Civilian Employment (ACE).

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
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