

Opening Date: February 11, 2013

Closing Date: Open Until Filled



## MISSOURI INFORMATION ANALYSIS CENTER Missouri State Highway Patrol

### JOB OPPORTUNITY BULLETIN

**TITLE:** TEMPORARY CLERK

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**DESCRIPTION:** There is currently a Temporary Clerk position available within the Missouri Information Analysis Center of the Missouri State Highway Patrol. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

*The first eight weeks of employment will involve an extensive training period and the employee will be assigned to 1st shift hours - 8:00 a.m. to 4:30 p.m. After the training period is completed, an employee in this position could be assigned to 1st shift hours, 2nd shift hours - 3:30 p.m. to 12:00 a.m., or 3rd shift hours - 11:00 p.m. to 7:00 a.m. An employee must also be available to work rotating weekends and holidays. This position is approved for 1,000 hours of work during a 12-month period.*

**POSITION SUMMARY:** This is entry level to advanced level temporary work in which the individual analyzes and assesses criminal information of a confidential nature via specialized analytical and informative state and federal databases. The employee is responsible for disseminating information to appropriate personnel and outside agencies. Work is performed under general supervision.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** Must be a high school graduate or possess a GED. Preference may be given to applicants who possess a Bachelor Degree in criminal justice, or related field; or 4 years of comparable technical or analytical experience in a criminal justice agency, military agency, or related field.

Applicants must successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed six months after appointment (or as soon as course enrollment is available). Applicant must be a resident of Missouri at the time of appointment. Applicant must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol. Applicant must obtain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

**SALARY RANGE:** Hourly salary will be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this Temporary Clerk position must submit the Patrol's on-line application. Resumes will not be accepted in lieu of the application. Please visit our website at [www.mshp.dps.mo.gov](http://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.

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 \*\*\*  
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