



INFORMATION & COMMUNICATIONS TECHNOLOGY DIVISION
Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: TEMPORARY PROFESSIONAL (TEN POSITIONS)

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DESCRIPTION: These Temporary Professional positions are assigned to the Missouri State Highway Patrol's Information & Communications Technology Division. These positions will be assigned to various locations within the Jefferson City area until December 2012. The official domicile is Jefferson City, Missouri. These positions are classified as non-exempt under the Fair Labor Standards Act. The work hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., however there may be times extended hours will be required. *These positions are approved for 1,000 hours of work during a 12-month period.*

POSITION SUMMARY: This is entry level temporary work in which the individual will be expected to determine the quality of a voice radio signal and record pass/fail data into a spreadsheet. Necessary skills include data entry and basic business computer software experience, as well as the ability to clearly hear voice audio from a speaker and/or headset.

QUALIFICATIONS: Must be a high school graduate or possess a GED.

SALARY RANGE: \$10.00 per hour

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application as soon as possible. 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 reapply.

The tentative start date for these positions is Monday, July 23, 2012.

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.

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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