

JOB OPPORTUNITY
MISSOURI STATE HIGHWAY PATROL
HUMAN RESOURCES DIVISION

TITLE: Temporary Typist

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This Temporary Typist position is assigned to the Missouri State Highway Patrol's Human Resources Division. The official domicile is Jefferson City, Missouri. This position is approved for 1,000 hours of work. An employee in this position will work approximately 40 hours per week for a six-month period. The hours for this position are from 8:00 a.m. to 5:00 p.m. These hours are at the discretion of the Division Director. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a temporary position. The primary duties involve scanning personnel files into electronic format. Instructions are specific in nature and work is subject to close inspection during progress and upon completion.

QUALIFICATIONS: Graduation from a high school or possess a GED.

SALARY RANGE: \$9.03/hour

APPLICATION PROCEDURE: Individuals interested in this position **must complete and 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 to complete our **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.

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, favorable background investigation, and the results of a medical or psychological testing, when required.

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.

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