

POSTING DATE: November 9, 2023

CLOSING DATE: Until Filled



## TROOP E HEADQUARTERS MISSOURI STATE HIGHWAY PATROL

### CAREER OPPORTUNITY BULLETIN

JOB ID: 2178

**TITLE:** COMMUNICATIONS OPERATOR TRAINEE

**DESCRIPTION:** A Communications Operator Trainee position exists within the Missouri State Highway Patrol's Troop E Headquarters. The official domicile for this position is Poplar Bluff, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. Click [HERE](#) to view our employee benefits.

**POSITION SUMMARY:** The employee performs full functioning communications work by handling radio traffic both to and from Patrol units and other law enforcement agencies; answering incoming emergency and nonemergency telephone calls from the public and other law enforcement entities; works both broadcast and desk operations entering, retrieving and disseminating information in the Missouri State Highway Patrol computer system (MULES) and associated computer systems (NCIC, NLETS, DOR, REJIS). The employee may be involved with performing the operation, maintenance, and construction of the key components utilized throughout the Patrol's radio network. Work is performed under close supervision of a Communications Training Officer and/or designated supervisor. The employee is required to perform shift work (e.g., evenings, midnights, weekends, and holidays).

Click [HERE](#) for a more detailed job description.

**QUALIFICATIONS:** The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.

Possession of a high school diploma or equivalent and must meet the qualifications outlined in Section 43.060 RSMo.

**NECESSARY SPECIAL REQUIREMENTS:** Must be a citizen of the United States and a resident of Missouri at the time of appointment.

Must be at least twenty-one years of age at the time of appointment.

Must obtain and maintain MULES and NCIC certification within six months of appointment.

Must be able to successfully complete the first available two-week Basic Communications Operator Trainee training course as approved by the Superintendent of the Missouri State Highway Patrol in Jefferson City, Missouri.

Must successfully complete an eighteen-month training period.

Must be of good character and never been convicted of a felony or any crime involving moral turpitude.

**POSTING DATE:** November 9, 2023

**CLOSING DATE:** Until Filled

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$2,182.00; however, salary may be commensurate with experience.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interviews will be scheduled as applications are reviewed.

**ADDITIONAL INFORMATION:** 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 background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

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.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**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.

**FACILITATOR:** Morgan Otto  
(573) 522-7651  
[morgan.otto@mshp.dps.mo.gov](mailto:morgan.otto@mshp.dps.mo.gov)