

POSTING DATE: November 9, 2023

CLOSING DATE: Open Until Filled



**COMMERCIAL VEHICLE
ENFORCEMENT DIVISION
MISSOURI STATE HIGHWAY PATROL**

CAREER OPPORTUNITY BULLETIN

JOB ID: 2179

TITLE: QUALITY CONTROL CLERK I OR II

DESCRIPTION: A Quality Control Clerk position exists within the Missouri State Highway Patrol's Commercial Vehicle Enforcement Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. Click [HERE](#) to view our employee benefits.

This position may be eligible for teleworking.

POSITION SUMMARY: This is a technical clerical position. The employee is responsible for performing quality control and maintaining the integrity of state commercial vehicle enforcement information by processing Driver/Vehicle inspection information and Commercial Vehicle Accidents information into the Federal SAFETYNET system.

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.

Quality Control Clerk I: Possession of a high school diploma or equivalent and one year experience as a Clerk II or related clerical classification. **Quality Control Clerk II:** Possession of a high school diploma or equivalent and two years experience as a Quality Control Clerk I.

Completion of a typing test.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,433.00; 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](#) and typing test (<http://mshp-hrd.AssessTyping.com>) 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.

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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.

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