

Posting Date: June 18, 2024



Closing Date: December 18, 2024

COMMUNICATIONS DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2352

POSITION AVAILABLE: Communications Operator Trainee

Available locations are listed on the last page of this career bulletin.

SALARY RANGE (semi-monthly): The minimum starting salary for a Communications Operator Trainee is \$2,182.00; however, salary may be commensurate with experience.

Click [HERE](#) to view our employee benefits.

POSITION DESCRIPTION: The Missouri State Highway Patrol's Communications Division is conducting a statewide selection process for current Communications Operator Trainee vacancies. 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, midnight

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

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. Positions requiring a typing test requires all interested applicants to complete a typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Positions requiring educational qualifications require all interested applicants to upload a copy of their college transcripts to the online application system. 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.



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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.

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: Kalena Branson (573) 526-6340 kalena.branson@mshp.dps.mo.gov

The official domiciles, locations, and number of vacancies are listed below:

Troop A Headquarters
Lee's Summit, MO
(1 position)

Troop C Headquarters
Weldon Spring, MO
(4 positions)

Troop D Headquarters
Springfield, MO
(1 position)

Troop E Headquarters
Poplar Bluff, MO
(3 position)

Troop F Headquarters
Jefferson City, MO
(3 positions)

Troop H Headquarters
St. Joseph, MO
(3 positions)



There are not currently openings at all troop headquarters, therefore, if interested in one of the following locations, please apply. A hiring register will be maintained in the event that an opening becomes available.

Troop B Headquarters
Macon, MO

Troop G Headquarters
Willow Springs, MO

Troop I Headquarters
Rolla, MO