

Posting Date: June 24, 2024



Closing Date: Until Filled

PATROL RECORDS DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2369

POSITION AVAILABLE: Information Analyst I or II
(Custodian of Records)

SALARY RANGE (semi-monthly): The minimum starting salary for a Information Analyst is \$1,414.00; however, salary may be commensurate with experience.

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

OFFICIAL DOMICILE: Jefferson City, Missouri

This position may be eligible for teleworking.

POSITION DESCRIPTION: This is an entry-level, highly responsible position requiring the employee to research and disseminate Highway Patrol documents and media requested by the public, law enforcement agencies, federal agencies, state agencies, attorneys, media, insurance companies and out-of-state agencies under the authority of the Custodian of Records (COR) and pursuant to the Missouri State Sunshine Law and the Driver Privacy Protection Act. The employee in this position maintains original Report of Arrest/Incident/Investigation of Crime, SHP-325, and Property and Vehicle Records along with any attachments, juvenile records, former State Water Patrol reports, Boating While Intoxicated reports, and Dive reports. Direct supervision is received from the designated supervisor. This position is classified as non-exempt under the Fair Labor Standards Act.

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.



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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.

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