

Posting Date: August 15, 2024



Closing Date: Until Filled

## CRIME LABORATORY DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2420

**POSITION AVAILABLE:** Forensic Laboratory Evidence Assistant

**SALARY RANGE (semi-monthly):** The minimum starting salary for a Forensic Laboratory Evidence Assistant is \$1,696.00; however, salary may be commensurate with experience.

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

**OFFICIAL DOMICILE:** Springfield, Missouri

**POSITION DESCRIPTION:** This administrative support position is responsible for receiving, securing, and returning physical evidence submitted for analysis in criminal cases, as well as performs a variety of clerical, printing, and mail related tasks in support of a crime laboratory. Employees at this level are required to have a knowledge of the procedures and processes applicable to the performance of the work and to organize their work on a daily or weekly basis by exercising independence and judgment. 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.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a polygraph examination, a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.



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**Polygraph Examination:** The applicant must undergo and successfully complete a polygraph examination, administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable for them to be tested. If accommodation is needed, the applicant must discuss this with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows: employment history, traffic record, financial history, past and current illegal drug usage, record of criminal convictions, and basic honesty.

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:** Madalyn Veltrop (573) 526-7172 [madalyn.veltrop@mshp.dps.mo.gov](mailto:madalyn.veltrop@mshp.dps.mo.gov)