

Posting Date: September 30, 2024



Closing Date: Until Filled

## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2458

PROGRAM MANAGEMENT/SUPPORT JOB FAMILY

**POSITION AVAILABLE:** Senior Program Specialist/Non-Supervisory  
(Noncriminal Justice Training and Auditing Unit)

**SALARY RANGE (semi-monthly):** The minimum starting salary for a Senior Program Specialist is \$2,179.00; 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 position supports the Noncriminal Justice Training and Auditing Unit and ensures that Missouri agencies with access to fingerprint-based criminal history, for noncriminal justice purposes, are in compliance with all state and federal laws, and applicable policies by providing trainings and on-site Policy Compliance Reviews. This position is a second-level professional position accountable for managing the processes and activities of an agency program or operation or providing support to senior management in a specialized area. This position applies professional and technical knowledge to undertake analysis and interpretation of information and data; participates as a contributing team member presenting recommendations and building on others' ideas; and performs assignments under the general guidance and advice from more experienced colleagues or supervisor. Extensive travel is required for this position. 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 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



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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](mailto:kalena.branson@mshp.dps.mo.gov)