

Posting Date: March 24, 2026



Closing Date: Until Filled

## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2867

PROGRAM MANAGEMENT/SUPPORT JOB FAMILY

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

**SALARY RANGE (semi-monthly):** The minimum starting salary for a Senior Program Specialist/Non-Supervisory is \$2,179.00; however, salary may be commensurate with experience.

**OFFICIAL DOMICILE:** TBD

**POSITION DESCRIPTION:** This is a second-level professional position that will require **extensive travel and overnight stays**. It is responsible for the training and auditing associated with the security, maintenance, retention, physical and electronic storage, and dissemination of fingerprint-based criminal history record information and criminal incident data derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that all Missouri agencies with access to MSHP/USDOJ systems are operating in compliance with all state and federal laws, and applicable policies. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, policies, and procedures. Schedules, prepares, and conducts onsite CJIS Audits, to include NCIC/MULES Policy Compliance Reviews, UCR/NIBRS Policy Compliance Reviews, and Use of Force Policy Compliance Reviews of all criminal justice agencies with direct, logical, or physical access to secure MSHP/USDOJ systems, equipment, and data. Conducts on-site or remote assessments of physical or logical security by reviewing and analyzing user access and electronic storage solutions, to include surveys of the agency's use, storage, sharing, and potential misuse of NCIC/MULES derived information, as well as ensuring jurisdictional crime data is reported to MSHP pursuant to RSMo 43.505, 43.545, 455.543, and 455.545. Conducts Missouri Peace Officer Standards and Training (POST) approved training on reporting crime data to the MSHP and the FBI, collection of crime statistics, reporting of Use of Force incidents, as well as the importance of safeguarding the security of criminal justice information (e.g. FBI UCR reporting rules, administration, offense terminology, forms, NIBRS reporting scenarios, crime statistics, etc.). Works with local agencies, the Missouri Department of Public Safety, and the MSHP Access Integrity Unit to keep all administrative documentation current, to include the Criminal Justice User Agency Agreements, Terminal Agency Agreements, Non-Terminal Agency Agreements, Missouri UCR Agency Reporting Status, Department Originating Agency Identifier Number (ORI) master files, and various MSHP forms. This position is classified as non-exempt under the Fair Labor Standards Act.

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



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**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.

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)