

Posting Date: April 9, 2026



Closing Date: Until Filled

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2894

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/Non-Supervisory is \$2,179.00; however, salary may be commensurate with experience.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This is a second level professional position that will require **extensive travel and overnight stays**. It is responsible for training and auditing the security, maintenance, retention, physical and electronic storage, and dissemination of fingerprint-based criminal history record information derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that Missouri agencies with access to criminal history record information, for non-criminal justice purposes, are 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 and virtual Policy Compliance Reviews of all agencies with access to fingerprint-based criminal history for non-criminal justice purposes. Provides training and technical assistance to agencies regarding Applicant Privacy Rights, Use and Purpose of requesting Criminal History Record Information, outsourcing, security, retention, and destruction of criminal history record information, fingerprint submissions and Rap sheets. Reviews and approves Noncriminal Justice ORI requests based on local, state and federal laws to include Public Law 92-544, The National Child Protection Act and the Volunteers for Children Act (NCPA/VCA), and other applicable federal laws. Assists in researching statutes, ordinances, and federal laws. Initiates system access; establishes Missouri Automated Criminal History Site (MACHS) electronic access; and conducts trainings that will include Rap Back services and validations. 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.



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2894

PROGRAM MANAGEMENT/SUPPORT JOB FAMILY

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