



**Classification:** Recruiter (Part-Time/Civilian)

**Title Code:**

**Pay Range:**

**POSITION SUMMARY:** This is a specialized position where the individual serves as one of the recruiting officers at General Headquarters or Troop Headquarters. Considerable independent judgment and discretion must be exercised in the performance of the assigned duties.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Promotes and coordinates recruitment programs; serves as the liaison with various minority groups and other equal employment opportunity contacts; participates in the staff grievance procedure through membership on the Affirmative Action Committee.

Coordinates programs for the recruitment of minorities and protected class applicants with GHQ or troop staff.

Disseminates and interprets federal, state, and departmental regulations procedures, laws, and guidelines to personnel; provides guidance and suggestions in updating the Patrol's Affirmative Action Program.

Participates in the presentation and discussion of the Patrol's recruitment programs; attends conferences and career fairs relating to recruitment and job opportunities.

Responsible for the maintenance of record-keeping procedures necessary to monitor the effectiveness of the Patrol's affirmative action/recruitment plans; prepares statistical reports and studies related to recruitment and affirmative action efforts.

Maintains inventory of recruitment materials; provides direction and coordination of minority and protected class recruiting activities; coordinates the assignments of recruiting activities.

Develops correspondence related to recruitment, affirmative action and equal opportunity.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to prepare comprehensive written reports.

Ability to present ideas clearly and effectively, both orally and in writing.

Ability to plan and schedule own work and perform work under limited supervision.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to possess a fair, impartial, and unbiased approach in the recruitment of personnel.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to maintain constant up-to-date knowledge of new techniques, procedures, court rulings, and problems in the areas of recruiting, Equal Employment Opportunity /Affirmative Action, and other employment laws.

Ability to establish and maintain effective working relationships with minority groups and personnel of organizational divisions and units.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to make decisions in accordance with laws, policies, and regulations, and apply these to work problems.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least three consecutive years as an employee of the Missouri State Highway Patrol.

Possess the desire to aggressively recruit qualified minority and protected class applicants for both uniformed and civilian positions within the Patrol.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.