

Opening Date: July 28, 2014

Closing Date: August 8, 2014



## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

### JOB OPPORTUNITY BULLETIN

**TITLE:** CJIS PROGRAM SUPERVISOR  
2nd Shift (4:00 P.M. - 3:00 A.M.)

**FACILITATOR:** Kristy Johnson  
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**DESCRIPTION:** This CJIS Program Supervisor position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. *This position is assigned to the 2nd shift. 2nd shift employees are responsible for providing coverage between the hours of 4:00 p.m. to 3:00 a.m. Employees assigned to this shift will alternate 3:00 a.m. coverage. An employee in this position will work rotating weekends and holidays.* The official domicile for this position is Jefferson City, Missouri. This position is classified as partial-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is a highly professional and technical supervisory position responsible for monitoring assigned shift activities within an assigned unit of the Criminal Justice Information Services (CJIS) Division. An employee in this position oversees input of data into various components of the CJIS system which may include, but is not limited to: the Automated Fingerprint Information System (AFIS), the Computerized Criminal History System (CCH), Civil Record Check Processing, Content Manager, the statewide Sex Offender system, the Missouri Uniform Law Enforcement System (MULES)/National Crime Information Center (NCIC), the Missouri Automated Criminal History Site (MACHS), etc. Work includes scheduling and prioritizing work for the unit and providing training and technical assistance when needed. This employee ensures compliance with state and federal laws, CJIS policies, and operational procedures. An employee in this position must maintain independent decision making capabilities. Work is subject to general review and supervision by a CJIS Program Manager to ensure conformance with established rules, policies, and procedures.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>

**QUALIFICATIONS:** Possess a Bachelor's degree in Criminal Justice or related field and two years experience in the field of criminal justice, criminal record systems, latent prints, etc. OR a combination of six years education and experience in criminal justice, criminal record systems, latent prints, etc. OR six years experience in the field of criminal justice, criminal record systems, latent prints, etc. Preference may be given to applicants possessing a bachelor's or associates degree in Criminal Justice, Criminal Justice Administration or related field.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,666.00; however salary may be commensurate with applicable experience and education.

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**APPLICATION PROCEDURE:** Individuals interested in this CJIS Program Supervisor position must submit the Patrol's on-line application prior to the application deadline of August 8, 2014. Resumes will not be accepted in lieu of the application. Please visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of August 25, 2014. The tentative start date for this position is within 30 days of the interview.

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.

**NOTE:** 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 Patrol administered drug test and favorable background investigation.

**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.

**\*\*\*Missouri State Highway Patrol\*\*\*  
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