

**Opening Date:** January 17, 2013

**Closing Date:** January 31, 2013



**CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**  
**Missouri State Highway Patrol**

**JOB OPPORTUNITY BULLETIN**

**TITLE:** CRIMINAL HISTORY SPECIALIST I - CHM Section

**FACILITATOR:** Kristy Johnson · (573) 526-6336 · [kristy.johnson@dps.mshp.mo.gov](mailto:kristy.johnson@dps.mshp.mo.gov)

**DESCRIPTION:** The Criminal History Specialist I position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is a responsible technical and professional position. This position serves as the primary MSHP liaison for the administration and publication of the Missouri Charge Code Manual for use by all Missouri Criminal Justice agencies. It involves review of criminal history processes, updating criminal history databases, preparation of reports and maintaining statistical data. Job duties include evaluating criminal arrest information and subsequent dispositions at various stages through the criminal justice process. Field research may be required to ensure a final disposition is obtained and an accurate criminal history record exists. Various criminal history systems, ranging from local record management systems to state and federal criminal history databases are utilized for research and evaluation. The position is responsible for updating the Missouri Charge Code System and coordinating the sharing of updates to all necessary State and Local Criminal Justice Systems. Work is performed under immediate supervision.

**WORKING HOURS:** 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.

**QUALIFICATIONS:** Graduation from an accredited college or university with a bachelor's degree in criminal justice, business, public administration, or closely related field (emphasis will be given to those individuals possessing additional coursework in computer science, research methods, or statistics).

OR

Possess an Associate's Degree in Criminal Justice, Computer Information Science, Business Administration or closely related field and two years experience in the field of law enforcement, probation and parole, courts administration, or closely related field.

OR

Four years work experience in law enforcement, probation and parole, courts administration, or closely related field. Employees of the Missouri State Highway Patrol's Criminal Justice Information Services Division must possess four years work experience with at least one years experience at a level equal to or higher than a Criminal History Technician II, Fingerprint Technician II, or Latent Technician.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,325.00; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in the Criminal History Specialist I position must complete and submit the Patrol's on-line application. 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.

**Opening Date:** January 17, 2013

**Closing Date:** January 31, 2013

Interview boards are tentatively scheduled for the week of February 11, 2013. 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 - General Headquarters\*\*\*  
1510 E. Elm Street, P.O. Box 568 - Jefferson City, MO 65102-0568  
Phone/TDD (573) 751-3313 - Fax (573) 751-9924**