

Opening Date: October 17, 2012

Closing Date: October 30, 2012



INFORMATION & COMMUNICATIONS TECHNOLOGY DIVISION
Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: PROBATIONARY COMMUNICATIONS TECHNICIAN

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DESCRIPTION: This Probationary Communications Technician position is assigned to the Missouri State Highway Patrol's Information and Communications Technology Division. This position is classified as non-exempt under the Fair Labor Standards Act. The official domicile for this position is Weldon Spring, Missouri.

POSITION SUMMARY: This entry-level position requires skilled work in the installation and removal of mobile communications equipment. Technicians should have general knowledge of technical terminology and procedures that relate to the installation process. Work primarily involves the preparation of equipment for installation, assembly of mounting hardware, constructing platforms and brackets and installing equipment interfaces. Work is performed under the close oversight of a designated supervisor who reviews work both during and upon completion.

It is highly desirable that applicants for this position possess knowledge of and/or experience in the following: Ability to base station equipment installation, routine maintenance, and emergency repairs; maintainance and testing of uninterruptible power supplies; maintenance and repair of emergency power system for troop headquarters; maintenance and repair to radio console, IP telephone systems, other systems and instruments at troop headquarters and remote office locations; job related travel throughout the state to assist in the repair and maintenance of radio equipment; and prepare reports related to the job.

(For a more detailed job description go to:

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

QUALIFICATIONS: Graduation from high school or possess a GED, and possess at least two years working experience installing and or repairing electronic equipment or comparable experience (or graduation from an accredited two-year technical school with an emphasis in electronics, telecommunications, computer technology, or network data communications systems) and must meet the qualifications outlined in Section 43.060 RSMo.

Must be at least twenty-one years of age at the time of appointment.

Must be a resident of Missouri at time of appointment.

Must possess or obtain and maintain a valid driver license.

Must be of good character and never been convicted of a felony or any crime involving moral turpitude.

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Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniformed civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform. Radio Personnel will adhere to hair regulations pertaining to length, style, and color. Radio Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. Radio Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.

Must successfully complete a six-month radio trainee period, followed by a twelve-month probationary period.

SALARY RANGE: The minimum starting salary is \$1,464.50 (semi-monthly).

APPLICATION PROCEDURE: Individuals interested in the Probationary Communications Technician positions **must complete and submit** the Patrol's on-line application prior to the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at 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 Probationary Communications Technician job description may apply through the Human Resources Division. Current employees must submit *both* the Patrol's on-line application and a SHP-15, intradepartmental letter of application, which includes a resume, through channels prior to the application deadline. ****Applications for lateral transfer will be considered before those involving reclassification.****

INTERVIEW PROCESSES: Interview boards will be held in Jefferson City, Missouri. They are tentatively scheduled for the week of November 5, 2012. The tentative start date for this position is 30 days of the interview, but may be later due to unforeseen circumstances.

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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