

Opening Date: July 19, 2013

Closing Date: August 1, 2013



CRIME LABORATORY DIVISION Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: CRIMINALIST I, II, OR III - TOXICOLOGY

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DESCRIPTION: This Toxicology Criminalist I, II, or III position is assigned to the General Headquarters Laboratory within the Crime Laboratory Division of the Missouri State Highway Patrol. 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 position where the employee performs technical work in the scientific analysis of biological fluids and alcoholic beverages. An employee in this position participates in a formal and on-the-job training program. Work is performed under immediate supervision.

For a more detailed job description go to:

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

QUALIFICATIONS: Applicants must possess a bachelor's degree from an accredited college or university in chemistry or one of the natural sciences. College coursework must include two semesters of general chemistry with laboratory, two semesters of organic chemistry with laboratory, and one semester of quantitative analysis or analytical chemistry. Applicants should have at least 25 earned credit hours in chemistry. Survey or introductory coursework intended for non-chemistry majors will not satisfy the above requirements. Both overall academic record and applicable job experience will be factors for consideration, however prior job experience will not replace the minimum academic requirements.

SALARY RANGE (Semi-Monthly): Criminalist I: \$1,585.00
Criminalist II: \$1,842.00
Criminalist III: \$2,043.50

APPLICATION PROCEDURE: Individuals interested in this Toxicology Criminalist position **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. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to 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 Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of August 12, 2013, at General Headquarters in Jefferson City, Missouri.

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Polygraph Examination: The applicant must undergo and successfully complete a polygraph examination, administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable for them to be tested. If an accommodation is needed, the applicant must discuss this with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows: employment history, traffic record, financial history, current illegal drug usage, record of criminal convictions, and basic honesty.

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.

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