

JOB OPPORTUNITY**MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR**

TITLE: Processing Technician I

LOCATION: Missouri Department of Public Safety
Office of the Director
Crime Victims' Compensation (CVC) Program
Lewis and Clark State Office Building
1101 N. Riverside Dr.
Jefferson City, MO

STARTING SALARY: \$24,360

DESCRIPTION: This is a full-time, benefit eligible Uniform Classification & Pay (UCP) non-merit classified Fair Labor Standards Act (FLSA) non-exempt technical position responsible for processing claims of compensation from victims of violent crimes for the Crime Victims' Compensation (CVC) Program within the Missouri Department of Public Safety, Office of the Director. This position will gather, analyze, and investigate claims to determine eligibility status and payment/award amounts to recipients.

EXAMPLES OF WORK: Interviews, analyzes, investigates, documents, and confers with law enforcement agencies, police officers, prosecuting attorneys, victim advocates, crime victims and claimants to obtain necessary case evidence for determining facts, eligibility and payment factors. Gathers, analyzes, and evaluates the necessary criminal investigations, medical reports, employment information, criminal histories, and Medicaid checks to determine eligibility of a victim for financial assistance. Enter all applications into database on a daily basis initiating the investigation of claims received. Reviews and implements new and revised applicable federal and state laws, policies, procedures, rules and regulations. Provides technical assistance and advice to victims and other concerned parties with the application process, additional available resources, their legal rights, and appeal procedure. Provide information regarding state/federal statutes and departmental rules and regulations of the program to law enforcement agencies, attorneys, medical professionals, employers and other state and/or private agencies that may be contacted in processing of evidence on a claim. Performs other related work as assigned.

QUALIFICATIONS: Two or more years of technical or clerical experience processing claims, reviewing police reports, witness statements and/or criminal history reports or closely related areas for compliance and/or validity, and possession of high school diploma or proof of high school equivalency. *(These qualifications listed represent the minimum experience and education required. Equivalent substitution will be permitted in case of deficiencies in either experience or education.)*

APPLICATION PROCEDURE:

Current employees of the Department of Public Safety, Office of the Director who want to be considered for this position must submit a resume with a cover letter to the Director's Office Human Resources Manager by close of business on January 4, 2017. The Department of Public Safety, Office of the Director reserves the right to fill positions through transfer, classification, and promotion of existing employees.

Other individuals who want to be considered for this position must complete a Department of Public Safety Application for Employment. Applications can be obtained at www.dps.mo.gov or at the Department of Public Safety, Office of the Director (Lewis and Clark State Office Building, 1101 N. Riverside Dr., Jefferson City, MO 65101). Completed applications, with any supplemental documents such as a cover letter, resume, college/university transcript(s), etc..., must be completed and received at the Department of Public Safety, Office of the Director (Lewis and Clark State Office Building, 1101 N. Riverside Dr., Jefferson City, MO 65101) by close of business on January 4, 2017 for consideration.

EQUAL OPPORTUNITY STATEMENT: The Department of Public Safety is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.