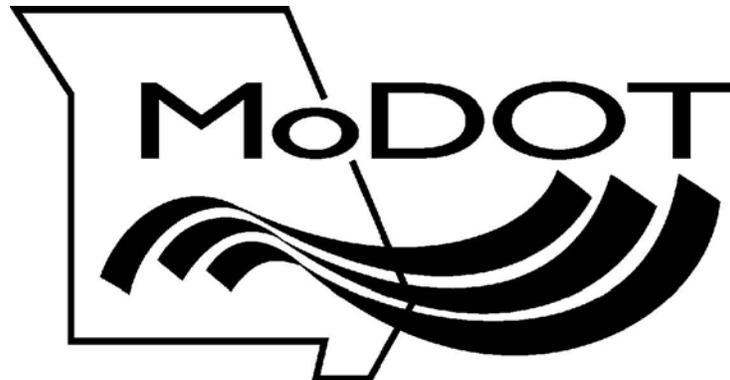


Supplement to Application for Employment

Note: Retain for your information.



Missouri Department of Transportation

www.modot.org

EMPLOYMENT OPPORTUNITIES

with the

Missouri Department of Transportation

For your help in seeking employment with our department, here is a list of commonly asked questions and their answers. Please take a moment to read this before you complete your application. You may also contact the local Human Resources office.

1. **What jobs are available?** There are many different jobs in the department. The list on pages 4-6 shows our major areas of employment. It also describes the knowledge, skills, and abilities you must have to qualify for consideration in each area.
2. **What if I qualify for consideration in more than one major area of employment?** Our application allows you to select a MAXIMUM OF THREE major areas of employment for which you wish to be considered.
3. **Will I be considered for jobs in major areas of employment in addition to the three I have indicated on the application?** No. Experience has shown that three categories generally cover a person's normal employment interests. Therefore, we feel you are best able to choose the three that are most applicable to your knowledge, skills, and abilities.
4. **Where are the jobs located?** There are a variety of positions available throughout the state. Although the majority of positions are located in the offices listed on page 7 of this supplement, each district also has various highway maintenance facilities and construction project offices located throughout the district.
5. **What if I want to apply in more than one location?** You may have your application considered in a total of three locations in the state by checking the appropriate locations.

If you choose more than one location, send your application to your first preference where it will be entered into the department-wide system and kept on file for six months.

Applicants interested in a civil engineering career may contact the civil engineer recruiter toll free at 1-877-605-1435 to discuss available locations.

6. **How does the job-selection process work?** Your application is analyzed to determine the level of your knowledge, skills, and abilities in each of the major areas of employment you have marked on the application.

NOTE: We do not provide general, preliminary interviews before the initial selection of candidates.

7. **How can I check to see what jobs are open?** Vacant positions are advertised on our website at www.modot.org. When you become aware of a career opportunity within the

department, you should contact the Human Resources Division to request that your application be considered for that position.

8. **How long will my application be considered?** Your application will be kept on file for six months. You may renew it for a second six-month period by written or verbal request. If your application is over one year old, we ask you to complete a new form.
9. **If I provide a copy of my resume, do I need to fill out an application?** Yes. We consider a resume as supplemental to our application, since the application contains important information not normally included in resumes.

All external applicants must pass a pre-employment drug test and criminal background check after being given a conditional offer of employment for either a wage or salaried job. A physical examination/health screening is required unless the applicant is offered a summer, intern, or emergency position. The pre-employment drug test, criminal background check, and physical examination/health screening are paid for by the department. External applicants should not resign from current employment until informed by a representative from the Missouri Department of Transportation that pre-employment testing has been passed.

MISSOURI DEPARTMENT OF TRANSPORTATION INFORMATION ABOUT TYPES OF WORK

1. **Accounting/Auditing/Payroll**
bachelor's degree in accounting; experience in accounting or auditing activities
2. **Archaeology (Historic Preservation)/Environmental**
bachelor's or master's degree in archaeology, anthropology, the fields/programs of architecture, architectural history, history, and/or historic preservation or environmental sciences (which include biology, forestry, etc.); experience in cultural resource management, archaeological investigations, environmental studies, or environmental types of jobs
3. **Attorney**
Juris doctorate-must be licensed to practice in the state of Missouri
4. **Bridge Maintenance/Painting**
high school diploma or GED; experience in welding and painting, labor jobs; willing to travel statewide, overnight extensively; CDL requirement
5. **Building Maintenance/Repair**
high school diploma or GED, plus custodial experience, including carpentry, minor repair work, plumbing, concrete, electrical work, etc.
6. **Chemist**
bachelor's degree in chemistry
7. **Civil Engineer**
bachelor's degree in civil engineering from an accredited college or university
8. **Computer Information Specialist/Programmer/System Support**
bachelor's degree in computer science; experience in computer programming or systems applications
9. **Computer Technician**
high school diploma or GED; two years of experience in positions related to advanced computing or reporting
10. **Core Drill Operation**
high school diploma or GED, valid Class A CDL with tanker endorsement and no air brake restriction; experience in exploration drilling
11. **Drafting/CADD**
one to two years post-high school computer-based specialized training in drafting; drafting experience
12. **Electrician**
high school diploma or GED, plus one year of specialized training in electronics and electrical circuits; valid Class B CDL with no air brakes restriction; two years of experience in signal, lighting, and/or radio maintenance
13. **General Clerical/Secretarial**
high school diploma or GED; experience as a typist, receptionist, file clerk, oral dictation, speedwriting, etc.

14. **Geologist**
bachelor's degree in geological engineering, civil engineering or geology
15. **Governmental Relations**
bachelor's degree in political science, journalism, public administration, or planning
16. **Highway Construction Technician**
high school diploma or GED with courses in math through trigonometry; experience in highway construction layout and control
17. **Highway Maintenance**
high school diploma or GED; ability to perform physical labor, including moving materials by hand, operating hand tools, and stationary flagging; CDL requirement
18. **Highway Safety**
bachelor's degree in business administration, criminal justice, public safety, or related field
19. **Human Resources**
bachelor's degree in human resources, personnel management, business administration, psychology, or a related field; professional human resources experience
20. **Investigation**
bachelor's degree in criminal justice, law enforcement, or related field
21. **Journalism/Public Information**
bachelor's degree in journalism or a related discipline; professional journalism experience
22. **Materials Testing/Inspection/Research**
high school diploma with courses in math through trigonometry and science; experience in aggregate inspection, sampling, or testing of construction materials
23. **Mechanic/Vehicle Repair**
two years of college or an associate's degree in automotive technology; one year of experience in automotive or heavy equipment repair; CDL requirement; and vehicle inspection license requirement
24. **Paralegal/Legal Assistant**
Legal Assistant: two years of college or an associate's degree in paralegal or legal studies; Paralegal: bachelor's degree in paralegal, legal studies, or related field
25. **Permit Issuance/Enforcement**
two years of college or an associate's degree in engineering, construction technology or related field; experience in construction inspection, highway design, or traffic technician duties
26. **Photography**
high school diploma or GED plus additional coursework in photography; one year experience in photography and/or developing and printing pictures
27. **Planning Technician**
high school diploma or GED; two years of experience in the collection and analysis of data, including methods and procedures of forecasting

28. **Purchasing/Stocking Operations**
bachelor's degree in business administration, public administration, accounting, finance, or economics, with courses in purchasing
29. **Real Estate Acquisition**
bachelor's degree in real estate, finance, economics, business or public administration; para-professional position requires high school diploma or GED; two years of professional experience in relocation, appraisal, or real estate negotiation activities
30. **Risk Management/Safety**
bachelor's degree in risk management, business administration, public administration, safety management, behavioral science, or related field
31. **Service Attendant**
high school diploma or GED
32. **Sign Manufacturing**
high school diploma or GED; ability to operate hand and power tools; experience in operating spray paint and other sign production or factory equipment
33. **Surveying**
high school diploma or GED including successful completion of trigonometry course and three credit hours of college level surveying courses; route surveying experience
34. **Traffic Studies**
bachelor's degree in civil engineering
35. **Traffic Technician**
high school diploma or GED including successful completion of trigonometry course and two years of experience in data collection and documentation or technical positions
36. **Transportation Enforcement Inspector**
bachelor's degree in criminal justice, law enforcement, safety, business administration, or related field
37. **Transportation Planning**
bachelor's degree in civil engineering, transportation, planning, public administration, business administration, economic development, or related field

MISSOURI DEPARTMENT OF TRANSPORTATION

CENTRAL OFFICE AND DISTRICT ADDRESSES

Central Office

Missouri Department of Transportation
105 West Capitol Avenue
P.O. Box 1787
Jefferson City, Missouri 65102
Toll Free 1-877-605-1435 (Human Resources Division)

District 1

Missouri Department of Transportation
3602 North Belt Highway
St. Joseph, Missouri 64506
(816) 387-2350

District 6-St. Louis Metro District

Missouri Department of Transportation
1590 Woodlake Drive
Chesterfield, Missouri 63017-5712
(314) 340-4100
(314) 340-4115 (Human Resources)

District 2

Missouri Department of Transportation
902 North Missouri Street
P. O. Box 8
Macon, Missouri 63552
(660) 385-3176

District 7

Missouri Department of Transportation
3901 East 32nd Street
Joplin, Missouri 64804
(417) 629-3300

District 3

Missouri Department of Transportation
1711 South Highway 61
P.O. Box 1067
Hannibal, Missouri 63401
(573) 248-2490

District 8

Missouri Department of Transportation
3025 East Kearney
P.O. Box 868
Springfield, Missouri 65801
(417) 895-7600

District 4-Kansas City Metro District

Missouri Department of Transportation
600 Northeast Colbern Road
Lee's Summit, Missouri 64086
(816) 622-6500

District 9

Missouri Department of Transportation
910 Springfield Road
P.O. Box 220
Willow Springs, Missouri 65793
(417) 469-3134

District 5

Missouri Department of Transportation
1511 Missouri Boulevard
P. O. Box 718
Jefferson City, Missouri 65801
(573) 751-3322

District 10

Missouri Department of Transportation
2675 North Main Street
P. O. Box 160
Sikeston, Missouri 63801
(573) 472-5333

If you have special needs addressed by the Americans with Disabilities Act, please notify the appropriate district or the Central Office. If you are hearing or speech impaired, please contact the Missouri Relay System by calling 1-800-735-2966.

