



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** January 14, 2026

**JOB VACANCY MEMORANDUM NO.** 26-03

**TITLE:** Supervisor I, Violent Crimes

**ELEMENT OF ASSIGNMENT:** Violent Crimes Division

**PAY RANGE:** 53

**STARTING MONTHLY SALARY:** \$4,339

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** January 28, 2026

## **REQUIREMENTS:**

To supervise the training, scheduling, and progress of clerical staff. May assist in the completion of assignments during periods of peak activity.

## **Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Direct and schedule clerical staff; review work and performance of staff, render disciplinary action when necessary. Maintain personnel jackets for all clerical staff.
2. Maintain absolute confidentiality and professionalism at all times.
3. Interview and make hiring decisions regarding staff vacancies.
4. Train new employees and facilitate the upgrading of current staff's abilities.
5. Maintain personal computer-based tracking system, e.g., investigative reports and completed cases.
6. Assist with typing, dictation, and transcription of reports and CDs/DVDs. Formulate reports through the compilation of information from logs, reports, and files.

7. Provide and disseminate appropriate Victim Services related information to victims and their family members.
8. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, respond to call-outs, and weekends when element needs arise.
9. Maintain office supplies and perform other duties as required or as requested by division commanders.
10. Assist the Division Administrative Assistant III (division secretary) as needed, to include completing reports, division correspondence, etc. in their absence.
11. Perform related duties as required.
12. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent and previous supervisory experience is preferred. The incumbent must be proficient in the use of a personal computer, have knowledge of computer basics, and have strong communication, time management, and scheduling skills. Independent judgment is required. May be assigned to an element with staffing on a 24-hour basis.

Incumbent will be required to complete a timed typing exercise (50 words per minute with 10 or fewer errors in 5 minutes).

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

**Physical Requirements:** This position is primarily sedentary and the incumbent will be required to sit for long periods of time, lift up to 20 lbs. (including case files weekly), have frequent repetitive hand motion (typing and scanning), bending and kneeling when filing.

**Job Location:** (Place where work is performed.)

This position operates in a typical office environment 100% of the time.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Personal Computer/Microsoft Office Applications

- Copier/Scanner/Fax
- Standard office equipment
- Transcription Equipment/Software

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Major Keith Kirchhoff, Violent Crimes Division** by no later than **JANUARY 28, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **JANUARY 28, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

***Captain Justin Pinkerton***

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Commander, Employment Unit