



# 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:**

**JOB VACANCY MEMORANDUM NO.**

**TITLE:** Administrative Assistant III, Records Specialist III

**ELEMENT OF ASSIGNMENT:** Information Services Division/Information Management Unit

**PAY RANGE:** 50

**STARTING MONTHLY SALARY:** \$3,428

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:**

## **REQUIREMENTS:**

To provide courteous, timely, and accurate customer service to all Department members, outside agencies and the public. To provide centralized administrative support services for KCPD, which includes processing mail, alarm incidents, record requests, data entry, and maintaining police records within the current Criminal Justice Information Systems, records management systems and physical storage areas.

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

1. Maintain highly sensitive information in a confidential and professional manner.
2. Maintain knowledge by processing paperwork, updating files, and entering data into the current records management systems and Criminal Justice Information Systems.
3. Disseminate confidential information in accordance with the Missouri Sunshine Law.
4. Provide optimal customer service with all patrons both internally and externally.
5. Determine report classification and create reports according to the state and federal standards and guidelines.
6. Sort and distribute internal and US mail. Deliver mail to outlying stations when necessary.

7. Collect and record monies due for applicable fees and requests.
8. Perform data entry, maintenance, and routing of information on person, property and court order files within the current Criminal Justice Information Systems, records management systems and physical storage areas.
9. Respond to inquiries and requests for information in a courteous and professional manner.
10. Perform related duties as required.
11. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, and/or weekends.
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. Position requires accurate spelling, clerical, and verbal communication skills. Incumbent must possess a current valid driver's license to perform occasional mail runs.

**Physical Requirements:** Lifting/carrying/emptying up to 5 to 20 lbs. daily and 20 to 50 lbs. occasionally; crouching, standing, walking, pulling, kneeling, typing, reaching, repetitive hand motion, pushing, sitting and driving all may occur daily. The ability to hear with or without correction is necessary.

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

Position operates in a standard office environment approximately 80% of the time. Occasional work outside of the office, including driving, may be required.

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

- Mainframe computer terminal
- Printer/ copier/ scanner/ fax
- Telephone
- Receipt machine
- Power files / microfilm machine
- Bar code machine / postage machine

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 **Manager Natalie Cofield-Booker, Information Management Unit.**

Outside applicants – Go to <https://kcpd.org/careers> and complete an on-line application. Questions, please contact [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org).

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>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a Clerical test (75% accuracy), Keystroke test (80% accuracy), CVSA, post-offer physical examination and routine drug screen.

***Captain Justin Pinkerton***

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Commander, Employment Unit