



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: November 9, 2023

JOB VACANCY MEMORANDUM NO. 23-26

TITLE: Clerical Supervisor III, Criminal Records Section

ELEMENT OF ASSIGNMENT: Criminal Records Section

PAY RANGE: 19

STARTING MONTHLY SALARY: \$5,262

VACANCY STATUS: Anticipated

EXPIRATION DATE: November 27, 2023

REQUIREMENTS:

Responsible for specialized work involving the supervision of personnel filing and storing police reports, as well as the release information to law enforcement agencies and/or citizens. Work involves the establishment and maintenance of appropriate controls to assure the efficient flow of work and efficient processing of requests for non-emergency police services from citizens and law enforcement personnel.

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

1. Schedule, assign, and review the work of clerical personnel who process police reports, take police reports from citizens, sell police reports to the public and cashier money. Supervise personnel who enter and cancel protection orders, warrants, city tows, repossessions, abandoned autos and index/log reports into computer system.
2. Make decisions concerning complaints related to service or the release of information in accordance with federal laws, state statutes, local regulations, and department procedures governing criminal information.
3. Review daily indexing and scanning totals, review rejected reports and route to the appropriate element. Review and approve police reports completed in the element. Coordinate with IT personnel to resolve error messages and/or problems that may occur with the imaging system.

4. Develop and institute clerical and other procedures to instruct and train assigned personnel to improve service. Monitor cashier activities to ensure monetary accountability.
5. Supervise personnel who send and receive teletype messages and routes them within the Department and other Criminal Justice Agencies, as well as enter stolen, lost guns and articles into the computer system.
6. Coordinate supervision activities with Clerical Supervisor II via meetings and/or written instructions.
7. Maintain reliable and predictable attendance; subject to being called in and must be accessible 24 hours/7 days per week to meet required staffing needs.
8. Perform related duties as required.
9. 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 have two years of college with two years' experience working in a public service office environment, or a minimum of five years' experience working in a public service office environment with experience in records management. Oral and written communication skills and experience working with the public are required. Supervisory experience preferred. The ability to develop and maintain cooperative and professional working relationships with fellow employees, representatives from other departments, and supervisors is required.

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 and the ability to distinguish color on reports is necessary.

Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 100% of the time.

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

- Mainframe, personal computer and computer printers
- Currency counter, calculator/adding machine, receipt machines, cash registers
- Copiers, microfilm machines, power files, heat sealer, facsimile machine
- Bar code machine
- Telephone
- Postage meter/scale

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 **Captain Michelle Hon, Information Management Unit** by no later than **NOVEMBER 27, 2023**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **NOVEMBER 27, 2023**.

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 Edward Lamport
Captain Edward Lamport
Commander, Employment Unit