



# 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 II/Patrol Desk Clerk

**ELEMENT OF ASSIGNMENT:** Assigned Patrol Division

**PAY RANGE:** 12

**STARTING MONTHLY SALARY:** \$2,600

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** No expiration

## **REQUIREMENTS:**

To provide clerical support and excellent customer service to citizens for police-related activities in an assigned patrol division station. Incumbent is responsible for answering the phone, typing police reports from citizens (both in person and phoned in), handling money from sales of police reports, background checks, and bonds.

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

1. Perform direct support activities to many police-related activities. Receive information; prepare appropriately classified typed and written reports such as vehicular reports, field incident reports (i.e. stealing and property damage) with a high degree of accuracy. May take OCC reports reported by citizens in person; instruct citizens on formal complaint procedures. Treat upset citizens involved in stressful situations tactfully and professionally, assist in calming them, and determine appropriate entity to resolve the situation.
2. Type incident reports, memorandums, and interdepartmental communications.
3. Collect and record monies due on criminal history checks, sales of reports, and bonds.
4. Assign case report numbers; check parties in computer; complete phone-in court time and overtime vouchers. Scan and index documents.
5. Answer and route incoming phone calls; must have the ability to recognize calls requiring a police response, determine if the call is an emergency or non-emergency and route accordingly.
6. Receive, recover, appropriately package and mark property received from citizens.

7. Interact with arresting officer(s), citizen(s), and bonding agent(s) to obtain information to complete bonding of an arrest. Collect bond money and prepare bond packets.
8. Must be familiar with all Department computer programs required for accessing case report numbers and checking to determine if a vehicle has been towed/repossessed, if a subject has warrants, conducting a local criminal history record check, etc.
9. Perform miscellaneous office tasks such as distributing mail, routing reports, filing, entering and transmitting computer messages, and logging reports.
10. Advise citizens with routing and appropriate travel directions; requiring the ability to read maps.
11. Perform data uploads from various systems (i.e., in-car cameras, body cameras, CEWs, etc.). Make copies of footage captured on DVD's, CDs or thumb drives prior to recovering them as evidence.
12. Maintain reliable and predictable attendance. May be required to work flexible hours, shift work, overtime, weekends and/or holidays.
13. Perform related duties as required.
14. 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, telephone skills, knowledge of Microsoft Word, email and web browser software. Position requires accurate spelling and grammar skills. Must be able to multi task and perform under moderately stressful conditions at times.

**Physical Requirements:** Position is primarily sedentary and incumbent may be required to sit for prolonged periods of time. Incumbent must have hand dexterity to type reports and the ability to hear citizens clearly. May be required to lift up to 25 lbs. occasionally.

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

Position operates in a patrol division station entrance 100% of the time.

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

- Personal Computer
- Copier/Scanner/Fax
- Calculator
- Telephone

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 Marisa Barnes, Employment Unit.**

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).

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 Marisa Barnes*

Captain Marisa Barnes

Commander, Employment Unit