



# 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, Police Records Clerk II

**ELEMENT OF ASSIGNMENT:** Criminal Records Section/Information Management Unit

**PAY RANGE:** 12

**STARTING MONTHLY SALARY:** \$2,695

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:**

**REQUIREMENTS:**

To provide clerical support services by processing and maintaining records of police reports/vehiculars, stolen/recovered licenses and vehicles, repossessed and towed vehicles having police holds, etc. To provide optimal customer service and maintain excellent demeanor, punctuality and attendance.

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

1. Access reports from all available computer systems and provide copies to law enforcement personnel; delete closed record information from police reports/vehiculars and sell to citizens, attorneys, insurance companies, etc. at Service Counter.
2. Receive mail requests and payments for police reports and vehiculars; mail copies with closed record information deleted; prepare daily tally of monies received; prepare monthly and yearly activity reports.
3. Receive stolen vehicle/license plate information; check in DOR computer files; forward information for computer entry; verify computer entry.
4. Receive recovered vehicle/license plate information; write appropriate reports; forward information for computer entry. Notify owner of recovery and provide retrieval information; release vehicle to owner with correct proof of ownership.

5. Receive teletypes from outside agencies for information on persons, recovered vehicles, and firearms (hit confirmation and response confirmation). Also receive teletypes from MO quality control on licenses and VIN's that need correction.
6. Respond to teletypes for residence checks, welfare checks, etc.; notify Communications Unit of officer response. Send teletypes to other agencies for similar checks at request of citizens.
7. Receive information on repossessed vehicles; enter in computer and retrieve information from the imaging system.
8. Perform the reproduction of memorandums, promotional and academy examinations, selected police reports and other special requests.
9. Maintain knowledge of current local systems; i.e., MULES and NCIC.
10. Respond to questions and requests for information at the service counter and on the telephone.
11. Prepare walk-in reports on vehiculars, stolen vehicles, stealings, etc. when investigation at scene is not required; determine report classification.
12. Pull, view and print microfilm and microfiche reports.
13. Prep, scan and index reports in the NICHE system.
14. Book suspects at the service counter, prepare bond receipts, and collect city and county bond monies from citizens and bondsmen.
15. Sort and distribute internal and US mail, deliver mail to outlying stations, place required postage on outgoing US mail and maintain postage meter costs.
16. Provide optimal customer service with all patrons both internally and externally.
17. Must be accessible 24 hours/7 days per week when scheduled for call-out, to meet required staffing levels. Maintain reliable and predictable attendance.
18. Monitor record retention periods and purge records as necessary.
19. Disseminate confidential information to department members and the public in accordance with Missouri Sunshine Law.
20. Perform related duties as required.
21. 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 Demands:** 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. When the incumbent is assisting with outside mail runs; will operate out of the office 80% of the time.

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

- Mainframe computer terminal/printer
- Photocopy equipment
- Telephone
- Receipt machine
- Power files
- Microfilm machine
- Fax machine
- Teletype
- Bar code 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 **Captain James Trout, Commander Information Management Unit.**

Outside applicants – Go to <https://careers.kcpd.org> and complete an on-line application. Questions; please contact [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 keystroke test (80% accuracy), clerical test (75% accuracy), CVSA, post-offer physical examination and routine drug screen.

*Captain Marisa Barnes*

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Commander, Employment Unit