



# 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:** May 15, 2023

**JOB VACANCY MEMORANDUM NO.** 23-10

**TITLE:** Administrative Assistant III, Internal Affairs Unit

**ELEMENT OF ASSIGNMENT:** Internal Affairs Unit

**PAY RANGE:** 14

**STARTING MONTHLY SALARY:** \$3,033

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** May 30, 2023

## **REQUIREMENTS:**

To perform a variety of moderately complex work assignments, compile statistics, and develop information for reports. Assist others in locating information and in the implementation of new programs, systems, and procedures.

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

1. Maintain personnel confidential files and other department records through filing, indexing, cross-referencing and purging. Process paperwork and correspondence, memorandums and reports. Edit drafts and provide clerical services to element and department members. Answer element telephone.
2. Type memorandums and reports; may involve composing reports, letters, or memorandums as well as typing live statements and recorded statement transcriptions with a high degree of accuracy.
3. Maintain a high degree of confidentiality.
4. Provide staff assistance to the assigned element, which may include assisting users in the operation of personal computers and managing computerized tracking systems. Must be proficient with Microsoft Word, Excel and other Microsoft Office products.
5. Handle a variety of moderately complex clerical and administrative tasks as required by the element, which includes assisting in conducting surveys, compiling simple statistics, and collecting information for reports.

6. Respond to internal and external inquiries, surveys, and other requests for information.
7. Maintain reliable and predictable attendance. May be required to work flexible hours.
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 be knowledgeable in administration and maintenance of office automation programs, current office equipment and English grammar. The individual must possess strong organizational and communication skills. Independent judgment, initiative, and attention to detail are essential.

**Physical Requirements:** This position is primarily sedentary and the incumbent may be required to sit for long periods of time. Other physical requirements associated with filing; lifting up to 20 lbs. occasionally, bending, stooping, and kneeling.

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

This position operates in a standard office environment most of the time.

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

- Personal computer
- Copier/Scanner/Fax
- Calculator
- Photographic equipment

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 **Sergeant Keith Huntington, Internal Affairs Unit** by no later than **May 30, 2023**.

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 **May 30, 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 CVSA, post-offer physical examination and routine drug screen.

*Captain Edward Lamport*

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Commander, Employment Unit