



# 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, Real Time Operator

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

**PAY RANGE:** 13

**STARTING MONTHLY SALARY:** \$2803

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:**

## **REQUIREMENTS:**

Maintain online files within the MULES computer system. Perform computer system interfaces with national network of law enforcement agencies and reporting systems, e.g., NCIC, NLET, MULES, etc.

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

1. Data entry of information on stolen vehicles, stolen license plates, runaways, wanted persons, and vehicles connected to crimes, stolen guns and stolen articles into the computer system.
2. Input arrest information into the computer system to update descriptor information.
3. Receive and distribute information from and to other criminal justice agencies.
4. Update MULES files with KCPD designators.
5. Perform fundamental principles, practices and procedures used in the operation of computer and peripheral equipment.
6. Perform reporting systems as adapted to electronic data processing.
7. Utilize web based products.
8. View Records Management System for arrest disposition information for entry into MULES.

9. Understand verbal communication, read and record information accurately.
10. Communicate effectively in verbal and written form and communicate by phone in a courteous manner.
11. Multi-task and carry out multiple functions simultaneously.
12. Maintain predictable and reliable attendance. Must have the ability work shift hours, work weekends and 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 and have a minimum of six months' experience in data processing. Position requires accurate spelling and grammar skills.

**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.)

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

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

- Computer Terminal
- Printer
- Phone
- Copier/Fax 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, Information Management 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).

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their 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 Marisa Barnes*

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Commander, Employment Unit