



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, religion, sex/gender, age, national origin, genetics, or disability.

DATE: June 13, 2022

JOB VACANCY MEMORANDUM NO. 22-11

TITLE: Administrative Assistant III, Violent Crimes Division

ELEMENT OF ASSIGNMENT: Violent Crimes Division

PAY RANGE: 13

STARTING MONTHLY SALARY: \$2,803

VACANCY STATUS: Vacant

EXPIRATION DATE: June 27, 2022

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 jackets and other department records through logging all incoming and outgoing mail, filing, indexing, cross-referencing and purging. Process paperwork and correspondence, memorandums and reports. Type correspondence for division and unit commanders, edit drafts and provide clerical services to element members.
2. Maintain absolute confidentiality and professionalism at all times.
3. 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.
4. Answer the division telephone, handle inquiries, route calls and take messages as needed. Handle other tasks as directed and/or approved by the Division or Unit commanders.

5. Greet and assist citizens upon arrival to element. (i.e., provide applicable element information, make referrals, or contact detectives for assistance.)
6. Maintain and update Division emergency notification roster.
7. Maintain and update the Htracker database containing homicide data. Update homicide files and distribute memos, summaries, comparison sheets, etc. to appropriate personnel.
8. Maintain and track all VCD T-dated items to ensure submission by due dates.
9. Perform timekeeping duties for the Division office and other Division Units when requested. Distribute overtime forms to all VCD elements and ensure approved forms are returned to Payroll by the required deadline.
10. Provide staff assistance to the assigned element, which may include assisting users in the operation of personal computers and managing computerized tracking systems.
11. Respond to internal and external inquiries, surveys, and other requests for information.
12. Ensure an adequate supply of printed forms and office supplies are kept on-hand for Division member's use.
13. Maintain reliable and predictable attendance. May be required to work flexible hours.
14. Perform related duties as required.
15. 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 100% of the time.

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

- Personal computer
- Copier/Scanner/Fax
- Typewriter
- 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 completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Jennifer Miller, Clerical Supervisor II, Violent Crimes Division** by no later than **JUNE 27, 2022**.

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position to Mindy.Davis@kcpd.org to be received no later than **JUNE 27, 2022**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a clerical test (75% accuracy), typing test (50 wpm with 10 or fewer errors in 5 minutes), CVSA, post-offer physical examination and drug screen.

Captain Lionel Colon

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Commander, Employment Unit