



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: September 28, 2021

JOB VACANCY MEMORANDUM NO. 21-33

TITLE: Administrative Assistant II, RMS Validator

ELEMENT OF ASSIGNMENT: Criminal Records Section/Information Management Unit

PAY RANGE: 12

STARTING MONTHLY SALARY: \$2,600

VACANCY STATUS: Vacant

EXPIRATION DATE:

REQUIREMENTS:

This is an entry-level position in the RMS Validation Section for reports generated by the department.

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

1. Read and access every offense and supplemental report in the Records Management System (RMS) to confirm crime classification meets the elements for NIBRS/MIBRS reporting.
2. Ensure reports are coded correctly for NIBRS/MIBRS reporting.
3. Validate the report through an error process and make the necessary corrections to be sure the report has no errors.
4. Assist report writers with concerns or requests on how to classify reports or other questions regarding the classification of reports.
5. Analyze and cross-reference the supplemental report to the original report to review for additional information.
6. Combine Master Name Index (MNI) for duplicate records.
7. Manage and track records for all adult and juvenile bookings.
8. Ensure proper notifications and referrals are made to state of local courts of judicial review/sentencing.

9. Respond to inquiries by department members and citizens regarding unit operations in person and by telephone.
10. Perform related duties as required.
11. Maintain reliable and predictable attendance. May be required to work flexible hours, overtime, weekends and/or holidays.
12. 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 and grammar skills. Previous clerical experience is preferred.

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 approximately 100% of the time.

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

- Computer Terminal
- Copy/Fax Machine
- Phone
- Printer

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 **Supervisor Regina Wagner, RMS Validation Section.**

Outside applicants interested in being considered for the position must submit a cover letter and a resume to 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