



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: November 6, 2023

JOB VACANCY MEMORANDUM NO. 23-25

TITLE: Clerical Supervisor III, RMS Section

ELEMENT OF ASSIGNMENT: RMS Section

PAY RANGE: 19

STARTING MONTHLY SALARY: \$5,262

VACANCY STATUS: Anticipated

EXPIRATION DATE: November 20, 2023

REQUIREMENTS:

To supervise and direct the activities of the members in the RMS Validation Section. Oversee the partnership with the FBI and the State of Missouri to make sure offense reports meet all NIBRS/MIBRS validation requirements. Ensure accurate compilation through KCPD's Record Management System of crime statistics for NIBRS/MIBRS monthly submission.

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

1. Ensure that accuracy and production goals are met by directing the variety and amount of work performed in the RMS Validation Section.
2. Assume responsibility for planning, scheduling, reviewing, validating, distributing, and assigning the work for the section.
3. Interview and hire section personnel; train, evaluate, and make recommendations for disciplinary actions.
4. Provide management with information and professional advice in order to help meet the needs and goals of the section and the department.

5. Maintain a high level of customer service between the RMS Validation Section and other sections, units, divisions and bureaus within the department as well as outside agencies.
6. Keep records related to the operation of the section and evaluate the performance of personnel on a regularly scheduled basis.
7. Consistently exercise discretion, sound judgment, and comply with all department policies and procedures.
8. Maintain reliable and predictable attendance.
9. Perform related duties as required.
10. 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 task 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 disability as defined by the American 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 the position, the incumbent must possess a high school diploma or equivalent. A minimum of two years of college is preferred. Incumbent must have two years working in a data processing office environment, or a minimum of five years' previous data processing and supervisory experience, or any equivalent combination of experience and training is required.

Physical Requirements: Duties are primarily sedentary, sitting at a computer 80% of the time and utilizing other office machines and a telephone 20% of the time. Other physical requirements are 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.)

- Calculator
- Computer
- Fax/Scanner/Copy 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 Michelle Hon, Information Management Unit** by no later than **NOVEMBER 20, 2023**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **NOVEMBER 20, 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 Clerical Test (75% accuracy), Data Entry Test (80% accuracy), CVSA, post-offer physical examination and routine drug screen.

Captain Edward Lamport

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Commander, Employment Unit