



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 15, 2021

JOB VACANCY MEMORANDUM NO. 21-44

TITLE: Fiscal Administrator I, Fiscal Division Administration Input Specialist

ELEMENT OF ASSIGNMENT: Fiscal Division

PAY RANGE: 15

STARTING MONTHLY SALARY: \$2,916

VACANCY STATUS: Vacant

EXPIRATION DATE: September 29, 2021

REQUIREMENTS:

To perform a variety of moderately complex administrative and fiscal-related tasks, to include maintaining division personnel jackets, timekeeping, mail, and facilitating preparation and review of purchase requisitions and purchase orders.

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

1. Open and distribute inter-department and US mail, to include checking and delivering mail to/from the Fiscal Division and other elements and maintaining the Fiscal Division mail log.
2. Maintain confidential personnel files and other department records through filing, indexing, cross-referencing, and purging. Process paperwork and correspondence, memorandums and reports.
3. Order office supplies for the division, as needed.
4. Maintain and track all department vehicle titles and vehicle licensing information, to include submitting of paperwork for payment of fees.
5. Reconcile daily deposit information to funds received each day.
6. Maintain the division check log.

7. Assist Purchasing Section members with entering of purchase requisitions into the New World AS400 computer system.
8. Maintain reliable and predictable attendance. May be required to work flexible hours and/or overtime to meet element needs.
9. Perform additional related duties as requested or 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 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 programs, current office equipment/software (e.g., Microsoft Word and Excel), and English grammar. The position requires strong verbal and written communication skills, as well as sound decision-making skills, independent judgment, and attention to detail.

In addition, the incumbent must possess a valid driver's license.

Physical Requirements: This position is primarily sedentary and the incumbent may be required to sit for long periods of time. Other physical requirements include those associated with filing, occasional lifting up to 50 pounds, bending, stooping, and kneeling.

Job Location: (Place where work is performed.)

This position operates in a standard office environment 90% of the time.

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

- Personal computer
- Various software, including Microsoft Office suite, New World AS400, internal timekeeping system
- Copier/Scanner/Fax
- Typewriter
- Calculator
- Vehicle

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 Jonas Baughman, Financial Services Unit Commander** by **SEPTEMBER 29, 2021**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org by **SEPTEMBER 29, 2021**.

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 TABE test, CVSA, post-offer physical examination and routine drug screen.

Captain Marisa Barnes

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Commander, Employment Unit