



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: January 24, 2023

JOB VACANCY MEMORANDUM NO. 23-01

TITLE: Inventory Specialist I, Property & Evidence Control Clerk

ELEMENT OF ASSIGNMENT: KC Police Crime Lab/Property & Evidence Unit

PAY RANGE: 13

STARTING MONTHLY SALARY: \$2,803

VACANCY STATUS: Vacant

EXPIRATION DATE: February 28, 2023

REQUIREMENTS:

To maintain the chain-of-custody on all evidence. To monitor inventory, audit on a regular basis, and move evidence flowing in-to and out-of the Property and Evidence Unit.

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

1. Receive, verify, sign for, mark, and log all property/evidence entering and exiting the element; transport property/evidence to element, laboratory, storage areas, and destruction sites. Document all activity to maintain chain-of-custody within the computer based property management system.
2. Verify pertinent information on items is listed correctly on forms or electronic databases. Ensure control numbers are written on all forms and items of property/evidence. Enter storage area location on forms and electronic databases. Perform various clerical duties to assist co-workers.
3. Verify computer entries; file and maintain records of property/evidence in element. Conduct an inventory of evidence and property periodically.
4. Release property/evidence to court, officers, outside agencies, and claimants. Explain procedures and policy to officers, other law enforcement personnel, and/or citizens when necessary.
5. Ensure integrity of storage inventory system by regularly conducting audits of assigned storage locations using the computer based property management system for verification.

6. Obtain disposition authorization of property/evidence from officers following department retention schedule; dispose of, release, or destroy in accordance with property/evidence disposition regulations.
7. Respond to telephone or email inquiries regarding property/evidence status and route other inquiries appropriately.
8. Provide training and mentoring to less experienced members of the unit.
9. Physical requirements of the incumbent include: light lifting (5 to 20 pounds) daily and heavy lifting (20 to 50 pounds) occasionally. Bending, stooping, climbing, and kneeling is required daily. Job may require extended periods of sedentary work along with periods of standing, stationary work. Position involves exposure to hazardous materials, as well as exposure to bodily fluids, communicable diseases, and allergens. Incumbent must wear personal protective equipment when appropriate.
10. Must have the ability to work inside a warehouse environment and outside in all types of weather conditions.
11. Regular and reliable attendance is essential and must have the ability to work mandatory overtime, flexible hours, nights, and weekends and/or holidays when necessary.
12. Perform other duties as assigned.
13. 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 accomplish the essential functions of this position, the incumbent must possess a high school diploma or equivalent. Must be familiar with Microsoft Word, Excel and Outlook, filing, and recordkeeping. Knowledge and experience with computer based inventory management software is preferred.

Close attention to detail and a high degree of accuracy is required.

Incumbent may operate a motor vehicle, forklift, and pallet jack, or personal lift frequently. A current valid Missouri driver's license is required.

Incumbent must submit a DNA standard for quality control purposes.

Job Location: (Place where work is performed.)

This position operates in an office and underground warehouse environment 95% of the time with remainder of time spent in a motor vehicle or at various off-site locations.

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

- Forklift
- Pallet jack
- Personal computer
- Tablet
- PDA – Portable Data Assistant (Bar Code Scanner)

- Portable Wand Scanner
- Police vehicle (cargo van)
- Telephone
- Copier/Fax/Scanner
- Electronic Signature Pad
- Personal Lift

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 Derek Rothert** by no later than **FEBRUARY 28, 2023**.

Outside applicants interested in being considered for the position must submit a cover letter and resume to Mindy.Davis@kcpd.org, to be received no later than **FEBRUARY 28, 2023**.

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>

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, MMPI, post-offer physical examination and routine drug screen.

Captain Edward Lamport
Captain Edward Lamport
Commander, Employment Unit