



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:

JOB VACANCY MEMORANDUM NO. 26-14

TITLE: Administrative Assistant III, Records Specialist III

ELEMENT OF ASSIGNMENT: Information Services Division/Information Management Unit

PAY RANGE: 50

STARTING MONTHLY SALARY: \$3,428

VACANCY STATUS: Vacant

EXPIRATION DATE:

REQUIREMENTS:

To provide centralized administrative support services for KCPD, which includes processing mail, disseminating incident reports, researching alarm incidents, performing data entry and maintaining police records within the current Criminal Justice Information Systems, records management systems and physical storage areas.

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

1. Maintain highly sensitive information in a confidential and professional manner.
2. Maintain job knowledge by processing paperwork, updating files, and entering data into the current records management systems and Criminal Justice Information Systems to ensure record inquiry, entries and maintenance is complete, timely, accurate and valid.
3. Disseminate incident reports in accordance with the Missouri Sunshine Law.
4. Determine report classification and create reports according to the state and federal standards and guidelines.
5. Sort and distribute internal and US mail.

6. Receive, process and record payments for applicable fees. Prepare deposits and maintain accurate reports of collected funds based on assigned duties.
7. Perform data entry, maintenance, and routing of information on person, property and court order files within the current Criminal Justice Information Systems, records management systems and physical storage areas.
8. Respond to inquiries in a courteous and professional manner.
9. Perform related duties as required.
10. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, and/or weekends.
11. 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 be at least 18 years of age and have:

- A high school diploma or equivalent;
- The ability to accurately input, manage and maintain information in digital systems;
- The ability to develop and maintain cooperative and professional working relationships with fellow employees, representatives from other departments, and supervisors;
- The ability to actively listen and communicate effectively; and
- The ability to follow verbal and written instructions.

Incumbent will be required to complete MULES certification upon hire and maintain certification for the duration of employment per CJIS policy.

Incumbent will be required to complete post offer, pre-employment testing per Department policy.

Physical Requirements: Lifting/carrying/emptying up to 5 to 20 lbs. daily and 20 to 50 lbs. occasionally; crouching, standing, walking, pulling, kneeling, typing, reaching, repetitive hand motion, pushing and sitting all may occur daily. The ability to hear with or without correction is necessary.

Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 95% of the time. Occasional work outside of the office, including off-site locations, may be required.

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

- Mainframe computer terminal
- Printer/ copier/ scanner/ fax
- Telephone
- Receipt machine
- Power files / microfilm machine
- Bar code machine / postage 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 **Supervisor Marla Jones, Criminal Records 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 during their full term of employment with the Department.

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

Captain Justin Pinkerton

Captain Justin Pinkerton

Commander, Employment Unit