



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: October 23, 2023

JOB VACANCY MEMORANDUM NO. 23-21

TITLE: Administrative Assistant III, Violent Crimes Division

ELEMENT OF ASSIGNMENT: Violent Crimes Division

PAY RANGE: 14

STARTING MONTHLY SALARY: \$3,033

VACANCY STATUS: Vacant

EXPIRATION DATE: November 6, 2023

REQUIREMENTS:

To facilitate element activities through clerical support. Process information related to critical police or investigative activities which are highly sensitive and confidential.

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

1. Type and process various reports on element operations and activities by means of oral dictation, transcription, and written material.
2. Maintain absolute confidentiality and professionalism at all times.
3. Prepare, scan, index, and purge division investigative files on an on-going basis.
4. Maintain division investigative files.
5. Respond to inquiries by department members and citizens regarding unit operations in person and by telephone.
6. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, and fulfill and respond promptly to rotational call-out duties when assigned.
7. Perform other related duties as required.

8. 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 have at least one year of previous experience in the clerical field. The incumbent must have the ability to type a minimum of 50 wpm with 10 errors or less, and operate a personal computer. Strong organizational, communication, and time management skills are required, and the incumbent must possess initiative and the ability to work with sensitive material. Position requires accurate spelling and grammar skills.

Physical Requirements: This position is primarily sedentary and the incumbent will be required to sit for long periods of time, lift up to 20 lbs. (including case files weekly), have frequent repetitive hand motion (typing and scanning), bending and kneeling when filing.

Job Location: (Place where work is performed.)

This position operates in a typical office environment 100% of the time.

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

- Personal computer
- Copier/Scanner/Fax
- Scanning Station
- Transcription Equipment

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, Jennifer Miller** by no later than **NOVEMBER 6, 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 6, 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), Typing Test (50 wpm with 10 or fewer errors in 5 minutes), MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Edward Lampert

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Commander, Employment Unit