



# 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 12, 2024

**JOB VACANCY MEMORANDUM NO.** 24-35

**TITLE:** Administrative Assistant III, OCC

**ELEMENT OF ASSIGNMENT:** Office of Community Complaints

**PAY RANGE:** 14

**STARTING MONTHLY SALARY:** \$3,033

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** November 26, 2024

## **REQUIREMENTS:**

**Job Objectives:** (Purpose of the position.)

To provide clerical support to the Office of Community Complaints.

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

1. Process paperwork and correspondence, open incoming mail; sort, distribute, and copy administrative information in accordance with procedure.
2. Maintain office filing system.
3. Type memorandums and reports; may involve composing reports, letters, or memorandums.
4. Perform data entry duties.
5. Respond to inquiries by departmental employees and/or citizens by telephone or in person; screen and direct incoming calls.
6. Execute basic accounting/bookkeeping responsibilities.

7. Maintain reliable and predictable attendance. May be required to work flexible hours and/or overtime when the need arises.
8. Perform related duties as required.
9. 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, have the ability to type 50 wpm, and have experience with Microsoft Office applications. Position requires accurate spelling and grammar skills.

**Physical Requirements:** This position is primarily sedentary and the incumbent may be required to sit for long periods of time. Other physical requirements 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 100% of the time.

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

- Typewriter
- Personal computer
- Telephone
- Calculator
- Copier/Scanner/Fax

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 **Merrell Bennekin, Executive Director, Office of Community Complaints** by no later than **NOVEMBER 26, 2024**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **NOVEMBER 26, 2024**.

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 clerical test (75% accuracy), typing test (35 wpm with 10 or fewer errors in 5 minutes), CVSA, post-offer physical examination and routine drug screen.

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit