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# NON-SWORN MEMBER VACANCY

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*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.**

**TITLE:** Administrative Assistant III, RMS Report Review

**ELEMENT OF ASSIGNMENT:** Criminal Records Section/Information Management Unit

**PAY RANGE:** 14

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

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:**

**REQUIREMENTS:**

This is an entry-level position in the RMS Validation Section for reports generated by the department.

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

1. Read every offense and supplemental report in the Records Management System (RMS) to confirm crime classification meets the submission standards for State and FBI (MIBRS/NIBRS) reporting.
2. Ensure reports are coded correctly for State and FBI (MIBRS/NIBRS) reporting.
3. Validate the report through an error process and make the necessary corrections to be sure the report has no errors.
4. Assist officers and desk clerks with quality assurance and crime reporting procedures.
5. Analyze and cross-reference the supplemental report to the original report to review for additional information.
6. Eliminate duplicate records.
7. Manage and track records for adult and juvenile bookings.

8. Ensure proper notifications and referrals are made to the state of local courts regarding judicial review/sentencing.
9. Respond to inquiries by department members and citizens regarding unit operations in person and by telephone.
10. Perform related duties as required.
11. Maintain reliable and predictable attendance. May be required to work flexible hours, overtime.
12. 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. Position requires accurate spelling and grammar skills. Previous clerical experience is preferred.

**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.)

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

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

- Computer Terminal
- Copier/Scanner/Fax
- Phone

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 Regina Wagner, RMS Validation Section.**

Outside applicants – Go to <https://careers.kcpd.org> and complete an on-line application. Questions; please contact [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org).

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

***Captain Edward Lamport***

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Commander, Employment Unit