



# 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:** August 21, 2024

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

**TITLE:** Administrative Assistant III, Information Services Division

**ELEMENT OF ASSIGNMENT:** Information Services Division

**PAY RANGE:** 14

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

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** September 4, 2024

## **REQUIREMENTS:**

### **Job Objective:** (Purpose of the position)

To perform a variety of moderately complex work assignments, compile statistics, and develop information for reports. Assist others in locating information and in the implementation of new programs, systems, and procedures.

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

1. Maintain personnel confidential files and other department records through filing, indexing, cross-referencing and purging. Process paperwork and correspondence, memorandums and reports. Log and track all memorandums submitted by Division members. May answer element telephone.
2. Provide staff assistance to the assigned element. Maintain Division Personnel Rosters and emergency contact information. Maintain and update Unit Personnel Jackets, other than Supervisors. Interact with Bureau Office related to provision of the Division Overtime Report, and other documents and memos.
3. Record meeting minutes from various Information Technology meetings. Maintain meeting roster, meeting notifications, and dissemination of meeting minutes and documents for review. Track and follow up on action items originating from meetings.

4. Handle a variety of moderately complex clerical and administrative tasks as required by the element, which includes assisting in conducting surveys, compiling simple statistics, and collecting information for reports. Compose letters and type correspondence; which may involve confidential information.
5. Respond to internal and external inquiries, surveys, and other requests for information.
6. Maintain reliable and predictable attendance. May be required to work flexible hours.
7. Perform 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 be knowledgeable in administration and maintenance of office automation programs, current office equipment and English grammar. The individual must possess strong organizational and communication skills. Independent judgment, initiative, and attention to detail are essential. Incumbent must have experience with Microsoft Word and Excel applications.

**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.)

- Personal computer
- Telephone
- Copier
- Calculator

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 **Major Scott Simons, ISD** by no later than **SEPTEMBER 4, 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) by no later than **SEPTEMBER 4, 2024**.

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 few errors in 5 minutes), CVSA, post-offer physical examination and routine drug screen.

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit