



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: April 24, 2024

JOB VACANCY MEMORANDUM NO. 24-09

TITLE: Administrative Assistant IV, Bureau Administrative Assistant

ELEMENT OF ASSIGNMENT: Executive Services Bureau

PAY RANGE: 15

STARTING MONTHLY SALARY: \$3,282

VACANCY STATUS: Vacant

EXPIRATION DATE: May 1, 2024

REQUIREMENTS:

To provide technical and administrative support services to assigned bureau.

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

1. Responsible for logging all documents, record and track them by scanning, and filing them electronically. Review and distribute all incoming and outgoing correspondence and material. Track and ensure all T-dates are met.
2. Compose letters and memoranda for the Lieutenant Colonel's signature. Prepare correspondence and perform support duties, e.g., proofreading, editing letters, memos, etc. Discreetly handle sensitive and confidential information.
3. Prepare and update assigned personnel and statistical reports.
4. Answer, screen, and direct phone calls for the Bureau Office. Tactfully handle complaints and inquiries from inside and outside the department as necessary; provide information as appropriate.
5. Implement and maintain filing systems. Maintain files for Bureau POST and discretionary funds.

6. Perform specialized clerical duties such as maintaining expenditure records, emergency rosters, day-off schedules, timekeeping duties and copying and distributing reports and letters.
7. Coordinate, maintain and schedule meetings as requested for the Bureau Commander.
8. Place orders and maintain office supplies through online requisition submissions.
9. Maintain reliable and predictable attendance. Must have the ability to work flexible hours when necessary.
10. Perform related duties as required.
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 possess a high school diploma or equivalent and have the ability to type 50 w.p.m. Position requires accurate spelling and grammar skills.

Incumbent must have experience with Microsoft Word and Excel applications. Prefer two years of previous police department experience.

Physical Requirements: Position is primarily sedentary and incumbent will be required to sit for prolonged periods of time. Incumbent will use telephone daily and requires hand dexterity to perform work at a computer. Minimal lifting of 25 pounds or less is required.

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
- Copier/Scanner/Fax
- Telephone

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 **Sergeant Erica Oldham** by no later than **MAY 1, 2024**.

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 **MAY 1, 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 fewer errors in 5 minutes), MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Edward Lamport

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Commander, Employment Unit