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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:** October 23, 2025

**JOB VACANCY MEMORANDUM NO.** 25-40

**TITLE:** Assistant Supervisor, DNA Section

**ELEMENT OF ASSIGNMENT:** KC Police Police Crime Laboratory / DNA Section

**PAY RANGE:** 56

**STARTING MONTHLY SALARY:** \$5,491 to \$9,605

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** November 6, 2025

**REQUIREMENTS:**

Assist with supervision of personnel assigned to the DNA Section while monitoring procedures, safety and quality of operations. Maintain continual technical involvement within the section's relevant forensic discipline(s) and categories of testing.

Responsibilities include those required of a Forensic Specialist IV in the DNA Section, including evaluation, examination, comparison and identification of biological evidence, as well as the preparation of written reports of findings and courtroom testimony to support those analytical findings.

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

1. Assist with the supervision of personnel. Ensure the Chief Criminalist Supervisor is informed of significant events involving team operations or team personnel.
2. Assist with the evaluation of each team member's skills and abilities to ensure all training and development needs are being met and communicate expectations to each team member.
3. Work with the section supervisor to ensure casework is assigned efficiently and effectively and coordinate team activities.

4. Remain current in technical qualifications and certifications through continuing education opportunities and casework analysis.
5. Provide input for quality assurance compliance.
6. Maintains regular and reliable attendance and may occasionally be required to work mandatory overtime, flexible hours and be on-call during off-duty hours.
7. Safely perform duties; may be exposed to hazardous materials and working conditions, in addition to inclement weather.
8. Perform other duties as required, or as assigned by laboratory management.
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.)

The incumbent is required to have:

- a Bachelor of Arts, Bachelor of Science degree, an advanced degree or its equivalent in biology, chemistry, or a forensic science-related area;
- at least 9 credit hours of coursework in a biology or chemistry related area that provides an understanding of the foundation of DNA analysis and coursework covering statistics or population genetics;
- certification in a biology or DNA discipline or an advanced degree is preferred;
- five years of forensic DNA laboratory experience;
- close attention to detail and a high degree of accuracy;
- sufficient knowledge and experience in forensic DNA testing to qualify as an expert witness in court;
- strong decision-making, leadership, communication (both oral and written), instructional, time management and organizational skills;
- the ability to demonstrate sound analytical capability in evidence analysis;
- a current valid Driver's License.

Incumbent is required to submit a DNA standard for quality control purposes.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

**Physical Requirements:** Heavy lifting (20 to 50 pounds) and walking (up to 2 miles a day) on an occasional basis are required. Exposure to hazardous materials and working conditions exist.

**Job Location:** (Place where work is performed.)

This position operates in a scientific laboratory 95% of the time; remaining 5% of time is spent engaged

in fieldwork or other duties.

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

- Computer, telephone, scanner, photocopier
- Photographic equipment
- Vehicle
- Microscope, balance
- Real-time quantitation instrumentation, thermal cycler, genetic analyzer

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 **Chief Criminalist Supervisor, Jennifer Howard, Kansas City Police Crime Lab** by no later than **NOVEMBER 6, 2025**.

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 6, 2025**.

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>

***Captain Justin Pinkerton***

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Commander, Employment Unit