



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: September 11, 2024

JOB VACANCY MEMORANDUM NO. 24-26

TITLE: Clerical Supervisor III

ELEMENT OF ASSIGNMENT: Information Management Unit

PAY RANGE: 19

STARTING MONTHLY SALARY: \$5,262

VACANCY STATUS: Vacant

EXPIRATION DATE: September 25, 2024

REQUIREMENTS:

To direct and supervise the activities of personnel assigned to the Section. Ensure crime statistics are accurately compiled for NIBRS/MIBRS monthly submissions utilizing the current record management system. Ensure accuracy and production goals are met within the Section. Perform duties in the Unit when required to maintain adequate level of staffing and service.

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

1. Collaborate with Section supervisors to plan, schedule, review, validate, audit, distribute, and assign work within the Section.
2. Train and develop personnel assigned to shifts to enhance skills and efficiency.
3. Perform administrative tasks such as timekeeping and ensuring sufficient staff to manage workloads effectively.
4. Provide recommendations regarding personnel matters, disciplinary action, selection processes, performance evaluations, etc.
5. Provide management with information and professional advice in order to help meet the needs and goals of the Section and the Department.
6. Maintain a high level of customer service with the public and outside agencies.

7. Maintain cooperative and professional working relationships with department members.
8. Maintain accurate records related to Section operations and conduct regular personnel performance evaluations.
9. Consistently exercise discretion, sound judgement, and comply with all Department policies and procedures.
10. Maintain reliable and predictable attendance. Must be punctual responding to assigned shift and have the ability to work flexible hours, overtime, weekends and/or holidays when necessary.
11. Continue to advance skills and display potential for mastery of key concepts with the essential responsibilities of the Section by the end of the probationary period.
12. Perform related duties as required.
13. 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 a valid driver's license. A minimum of two years of college with two years experience working in an office environment, or a minimum of five years experience working in an office environment and supervisory experience, or any combination of experience and training is required. Oral and written communication skills and experience working with the public are required. The ability to develop and maintain cooperative and professional working relationships with fellow employees, representatives from other departments, and supervisors is required.

Physical Requirements: Duties are primarily sedentary, sitting at a computer 80% of the time and utilizing other office machines and a telephone 20% of the time. Other physical requirements are associated with filing, lifting/carrying/emptying up to 5 to 20 lbs. daily and 20 to 50 lbs. occasionally; crouching, standing, walking, pulling, kneeling, typing, reaching, repetitive hand motion, pushing, sitting and driving all may occur daily.

Job Location: (Place where work is performed.)

This position operates in a standard office environment approximately 90% of the time.

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

- Mainframe, personal computer and computer printers
- Currency counter, calculator/adding machine, receipt machines, cash registers
- Copiers, microfilm machines, power files, heat sealer, facsimile machine
- Bar code machine
- Telephone
- Postage meter/scale
- Vehicle

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 **Manager Natalie Cofield Booker, Information Management Unit** by no later than **SEPTEMBER 25, 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 **SEPTEMBER 25, 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), Keystroke Test (80% accuracy), CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton

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Commander, Employment Unit