



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, religion, sex/gender, age, national origin, genetics, or disability.

DATE: June 10, 2024

JOB VACANCY MEMORANDUM NO. 24-15

TITLE: Computer Services Specialist I-Mules/NCIC Coordinator

ELEMENT OF ASSIGNMENT: Informations Services Division

PAY RANGE: 16

STARTING MONTHLY SALARY: \$3,155

VACANCY STATUS: Anticipated

EXPIRATION DATE: June 24, 2024

REQUIREMENTS:

Provide direct support related to KCPD CJIS and NCIC compliance. Interpret compliance standards, and insure that the proper policies and procedures are implemented and maintained by the KCPD regarding access and security protocol.

Essential Job Functions:

1. Provide user support and assistance to KCPD members accessing the MULES System, and peripheral systems such as ACOM, and Hit Notification. Ensure that all members comply with MULES and NCIC policies.
2. Work directly with Mules Trainer and MULES Auditor to ensure adherence to current policy and procedures. Provide pertinent informational data to MULES and KCPD regarding system maintenance.
3. Ensure appropriate access to CJI data by current KCPD members. Notify members when recertification is required.
4. Conduct scheduled audits reviews of KCPD elements to ensure CJIS compliance.

5. Conduct background checks on new hires, and schedule them for MULES training. Conduct bi-annual background check on all Department employees, per CJIS Policy.
6. Ensure that Validations of MULES System entries are being completed.
7. Receive MULES updates and newsletters. Provide annual Roll-Call training in Patrol to inform officers of changes in the MULES system and access processes.
8. Update Court Groups for officers.
9. Attend meetings, seminars, and conferences related to MULES/NCIC system to keep apprised of new procedures, and changes.
10. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, on-call, weekends and/or holidays.
11. Performs related duties as required
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

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, a valid Missouri driver license, and experience with computer systems. Requires experience with customer service, training, and development. Prefer experience with Microsoft Office Suite

Physical Requirements: Requires stationary work at a work terminal approximately three to six hours per day, and use of telephone all day.

Job Location:

Position operates in a standard officer environment 100% of the time.

Equipment:

- PC and printers
- Vehicle
- Telephone

All members interested in being interview for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command to be forwarded to the Human Resource Division (HRD). In addition, a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to Information Services Commander **Major Scott Simons** by no later than **JUNE 24, 2024**.

Outside applicants interested in being considered for the position must submit a cover letter outlining how they are qualified for this position and a resume to Mindy.Davis@kcpd.org to be received no later than **JUNE 24, 2024**.

All permanent full-time members of the Kansas City Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police.

Members who meet all of the qualification will be contacted individually to schedule an interview. Selected applicants must submit to a TABE test, CVSA, post-offer physical examination and drug screen.

Captain Justin Pinkerton

Captain Justin Pinkerton
Commander
Employment Unit