



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: June 12, 2024

JOB VACANCY MEMORANDUM NO. 24-15

TITLE: Computer Services Specialist I, Assistant Terminal Agency Coordinator

ELEMENT OF ASSIGNMENT: Information Services Division/Information Management Unit

PAY RANGE: 16

STARTING MONTHLY SALARY: \$3,551

VACANCY STATUS: Vacant

EXPIRATION DATE: June 26, 2024

REQUIREMENTS:

To provide direct support related to KCPD's CJIS compliance. Interpret compliance standards, and ensure the appropriate policies and procedures are implemented and maintained by KCPD regarding access and security protocol.

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

1. Provide user support and assistance to KCPD members accessing the CJI System. Ensure that all members comply with MULES and NCIC policies.
2. Work directly with the MULES Trainer and the 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 and reviews of KCPD elements to ensure CJIS compliance.
5. Conduct background checks on new hires, and schedule them for MULES training. Conduct a bi-

annual background checks on all Department employees, per CJIS policy.

6. Ensure that the validations of CJI System entries are being completed.
7. Ensure all applicable employees are enrolled and fingerprinted for the RAP Back program.
8. Receive CJI updates and newsletters. Ensure members are informed of changes in the CJI system and access processes.
9. Attend meetings, seminars, and conferences related to the CJI 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: (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. Customer service experience, effective oral and written communication, problem-solving skills, and Microsoft Office Suite experience are required. Experience with training and development is required. Experience with CJIS validation and auditing is preferred.

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

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.)

- PC and printers
- Vehicle
- 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 **Manager Natalie Cofield-Booker** by no later than **JUNE 26, 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 **JUNE 26, 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 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