



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 17, 2026

JOB VACANCY MEMORANDUM NO. 26-40

TITLE: Investigative Assistant

ELEMENT OF ASSIGNMENT: Special Investigations Division/HIDTA Investigative Support Center

PAY RANGE: 52

STARTING MONTHLY SALARY: \$4,011

VACANCY STATUS: Vacant

EXPIRATION DATE: October 1, 2026

REQUIREMENTS:

To provide quality and timely support to law enforcement agencies as a primary point of contact while adhering to strict confidentiality protocols. The Investigative Assistant utilizes a variety of tools and resources to facilitate communication and coordination between agencies to include managing and resolving deconfliction system conflicts and assisting with preliminary case support requests. The Investigative Assistant will be tasked with providing the occasional presentation to a wide variety of audiences within the Midwest HIDTA area of responsibility.

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

1. Respond to a variety of telephone calls and emails quickly, accurately and in a calm professional manner.
2. Ensure all SAFETNet conflicts are resolved in a timely manner.
3. Conduct regular audits of the SAFETNet application and maintain contact with all agencies and task forces to update personnel.
4. Research and review data relevant to criminal investigations (criminal history, RMS reports, vehicles, driver's license, phones, etc.) and assisting in investigative requests.

5. Collect, analyze and disseminate investigative information from multiple sources to law enforcement partners upon request.
6. Assist in data collection and drafting of law enforcement sensitive bulletins and other intelligence products.
7. Write reports for local and federal agency partners regarding interdiction information collected with a destination or origin in the Kansas City area upon request.
8. Maintain confidentiality regarding sensitive or confidential information.
9. Deliver presentations to a wide variety of audiences.
10. Assist in the tracking of authorized expenditures and facilitate re-programming requests and budget modifications of the Midwest HIDTA ISC.
11. Effectively communicate with agents in a customer service environment.
12. Display a high degree of self-motivation, initiative, and strong interpersonal skills.
13. Perform necessary clerical and administrative functions as directed.
14. Create, update, and verify database entries, ensuring all records are accurate and up to date for ongoing investigations and deconflictions.
15. Maintain reliable and predictable attendance.
16. Perform related duties as required.
17. 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 job functions of this position, the incumbent must be at least 18 years of age and:

- Possess a high school diploma or equivalent. Prefer at minimum two (2) years of related administrative or investigative experience or advanced education and law enforcement experience;
- effectively perform the essential job functions and standards of the Midwest HIDTA Investigative Assistant;
- knowledge of and experience related to fiscal/budget practices. Experience in collecting, evaluating, studying or reporting on statistical economic or administrative data;
- experience with Microsoft Office components such as Word, Excel, Access, Teams, and related software;
- develop and maintain cooperative and professional working relationships with fellow employees, representatives from other departments, and supervisors;

- use logic and reasoning to reach conclusions and approaches to problems;
- use good judgement and decision-making skills to evaluate situations, establish priorities, and resolve matters;
- actively listen and communicate effectively;
- follow instructions and relay information; and
- be eligible for employment through the DEA. See the DEA website for further information including past drug use (<https://www.dea.gov/how-to-apply/employment-eligibility>).

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

Physical Requirements: Position requires the ability to hear, use the telephone, and perform stationary work at a computer screen and keyboard. Incumbent will be required to sit/stand at a designated console for prolonged periods of time, type information into computer terminal.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 95% of the time, incumbent may have to attend specialized training and/or meetings. Off-site training is also required.

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

- Computers with multiple screens
- Microsoft Office products
- Standard multiline telephones
- Printer/Scanner/Fax

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 **Supervisor Stasha Coker, HIDTA Investigative Support Center** by no later than **October 1, 2026**.

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 **October 1, 2026**.

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