



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: August 21, 2024

JOB VACANCY MEMORANDUM NO. 24-23

TITLE: Legal Analyst, OCC

ELEMENT OF ASSIGNMENT: Office of Community Complaints

PAY RANGE: 19

STARTING MONTHLY SALARY: \$4,496

VACANCY STATUS: Vacant

EXPIRATION DATE: September 4, 2024

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

To make findings and recommendations on investigated complaints made by community members which allege bias-based policing, discourtesy, use of excessive force, harassment, improper member conduct and improper procedure by a member of the Kansas City, Missouri Police Department.

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

1. Interview complainants from diverse socio-economic and ethnic backgrounds.
2. Receive and evaluate requests for service from the community.
3. Assist in the completion of all complaint forms.
4. Maintain information in the OCC database.
5. Organize and summarize a variety of material and information.

6. Prepare correspondence and reports for use in the operation of the office.
7. Review and analyze completed investigations and render a recommendation which coincides with the factual findings.
8. Maintain reliable and predictable attendance. May be required to work flexible hours and/or overtime when the need arises.
9. Perform other duties as assigned.
10. 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.)

This is an entry level position within the Office of Community Complaints where paraprofessional legal experience and/or investigation experience is obtained on the job in order to advance into the higher job classification of Senior Legal Analyst.

To successfully perform the essential functions of this position, the incumbent must have successfully completed a Bachelor's degree from an accredited college or university or have significant relevant job experience in law enforcement, law, or another related field. The incumbent should have at least two (2) years of work experience; a working knowledge of Microsoft Word, Excel, PowerPoint, and Access; familiarity with accessing internet information; and a valid Missouri Driver's License.

Physical Requirements: This position is primarily sedentary and the incumbent may be required to sit for long periods of time. Other physical requirements associated with filing; lifting up to 20 lbs. occasionally, bending, stooping, and kneeling.

Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 75% of the time. The incumbent will have some duties outside of the office, such as attending weekly and monthly meetings of various community and business organizations.

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

- Personal computer
- Digital Camera

- Copier/Scanner/Fax
- Automobile
- Telephone
- Standard issue police radio

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 **Merrell Bennekin, Executive Director, Office of Community Complaints** by no later than **SEPTEMBER 4, 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 4, 2024**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their 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 keystroke test (80% accuracy), TABE test, MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton

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Commander, Employment Unit