



---

---

## 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:** May 13, 2024

**JOB VACANCY MEMORANDUM NO.** 24-12

**TITLE:** Licensing Regulator - POLU

**ELEMENT OF ASSIGNMENT:** OGC/Chief's Office/Private Officer's Licensing Unit (POLU)

**PAY RANGE:** 14

**STARTING MONTHLY SALARY:** \$3,033

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** May 28, 2024

**REQUIREMENTS:**

To initiate and provide assistance in the application process by accepting applications, maintaining applicant records and answering telephone inquiries.

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

1. Instruct applicants in the proper procedure for completing licensure applications and submitting required documents; accept and review applications to ensure they are complete and accurate.
2. Interview applicants for licenses informing them of the documents and procedures needed to complete the licensing process and conduct a criminal history record check.
3. Maintain individual files and computer databases of all licensed and expired private security personnel within Kansas City, Missouri.
4. Maintain and disseminate monthly reports, daily warrant lists, and fingerprint records.
5. Communicate effectively when responding to inquiries regarding the licensing process as directed by current regulations.
6. Conduct criminal history record checks on all applicants.

7. Enter all private security personnel in computer, file documents in proper Unit files.
8. Enter information into MULES, OMNI, fingerprint live scan and the badging system and maintain the general operation of the machines. Produce memoranda, warrant letters, suspensions, denial and revocation letters, and any other documents as designated by the Unit Manager for Manager's signature.
9. Schedule all range dates at the KCPD Pistol Range and attend qualifications on an overtime basis. Maintain all statistics on range qualifications for failures, no shows, safety violations, etc.
10. Ensure every applicant's weapon is ran through the MULES system.
11. Fingerprint applicants, administer and grade examinations. If an applicant fails the examination or is a no show, make the appropriate notifications.
12. Maintain records by processing paperwork, maintaining files, and entering data into the department's on-line records management system (i.e. MULES, fingerprint live scan, and badging system).
13. Answer inquiries concerning licensing and the licensing process as directed according to the current regulations.
14. Ensure all money received is properly recorded and accounted for daily.
15. Order forms and supplies necessary for efficient operation of the Unit.
16. Perform typing as required, to include unit documentation, memorandums, and form letters.
17. Maintain reliable and predictable attendance. May be required to work flexible hours and overtime when the need arises.
18. Perform related duties as required by the Unit Manager.
19. 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, strong telephone and public relations skills and proficiency in typing, filing, and record keeping.

Must possess a current valid driver's license.

**Physical Requirements:** Position requires daily telephone usage, typing/repetitive hand motion, and extended periods of sedentary work. Other physical requirements are associated with filing; lifting up to 20 lbs. occasionally, bending, stooping, and kneeling.

**Job Location:** (Place where work is performed.)

This position operates in a standard office environment 99% of the time and the rest is at the Pistol Range on an overtime basis.

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

- Computer
- Telephone
- Livescan Fingerprint
- Badging license system
- Power File
- Copier/Scanner/Fax
- Calculator

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 Tamy Galagher** by no later than **MAY 28, 2024**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **MAY 28, 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 also submit to a Clerical Test (75% accuracy), Keystroke test (80% accuracy), CVSA, post-offer physical examination and drug screen.

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit