



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: October 9, 2026

JOB VACANCY MEMORANDUM NO. 26-41

TITLE: Records Analyst-Sunshine Requests

ELEMENT OF ASSIGNMENT: Information Services Division/Information Management Unit

PAY RANGE: 53

STARTING MONTHLY SALARY: \$4,339

VACANCY STATUS: Vacant

EXPIRATION DATE: October 23, 2026

REQUIREMENTS:

Provide timely, accurate, and professional administrative support for the Information Management Unit to ensure efficient operations, responsive service and timely processing of Sunshine requests in accordance with RSMo. Chapter 610.

This position requires frequent interaction with members of the public and representatives of other government agencies. Maintaining a positive, courteous, and professional demeanor, along with a strong customer service focus, is essential to successfully performing the duties of this position. These performance objectives are further defined in the Essential Job Functions and Job Standards listed below.

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

1. Must have the ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.
2. Evaluate and respond to records (such as documents, emails, audio and video) requests made pursuant to the Missouri "Sunshine Law," Chapter 610 of the Revised Statutes of Missouri (or similar laws such as the federal "Freedom of Information Act" or FOIA), that are sent to or directed to the Sunshine Request Section. Depending on the specific request this may include, but is not limited to, the following:

- a) Routing and gathering the requested records from various Departmental sources;
 - b) Reviewing the records and determining whether the records or a portion thereof, is closed information pursuant to state, federal or local law;
 - c) Redacting closed information from records;
 - d) Providing open records to the requestor;
 - e) Performing criminal history research;
 - f) Preparing invoice information to offset the cost of production as necessary;
 - g) Assisting the Supervisor and KCPD Custodian of Records in routing, logging and tracking progress of record requests and information.
3. Respond to subpoena duces tecum and provide testimony as required regarding the accuracy of documents and chain-of-custody procedures in the office.
 4. Coordinate with other Department Units in evaluating and responding to Sunshine Law or similar FOIA requests sent to or directed to those Units, including but not limited to the Digital Technology Section, Application Development Section, Criminal Records Section, RTCC, HRD, OCC, OGC, ALPR, Patrol Divisions, Crime Lab, Media Unit and investigative elements.
 5. Prepare and provide information for court proceedings, record requests from the Office of General Counsel, Custodian of Records, attorneys, outside agencies and other requests in compliance with Department policy and State Statute.
 6. Intake, monitor, research, log, route, bill and track requests utilizing the established timeline for completion.
 7. Conduct agency background checks, respond to FBI NICS and criminal disposition requests.
 8. Provide specialized training to Department members and outside agencies when necessary.
 9. Perform other related duties as required.
 10. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, and/or weekends.
 11. 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 meet and maintain the minimum standards listed below:

- a) Possess a high school diploma or equivalent. An Associate's Degree or sixty (60) hours of college credit from an accredited institution, with at least thirty (30) hours of coursework in one or more of the following areas is preferred; legal studies, research, communication, education, business, criminal justice, information management or paralegal studies;

- b) Have a minimum of five years' experience working with the Department or in a similar capacity outside the Department to include experience problem-solving, providing excellent customer service and responding to information requests from public/private entities or individual members of the public;
- c) The incumbent in this position will communicate with members of the public and other government agencies on a frequent basis. As a result, presentation of a positive, polite and helpful image to the public and customer-service focus is critical;
- d) Possess a pro-active approach to problem solving. Ability to work independently to answer questions and resolve problems is critical;
- e) Attention to detail in research and writing with excellent organizational, prioritization and time-management skills;
- f) Possess computer skills, including but not limited to proficiency in Word, Power Point or other slideshow software, Excel or other spreadsheet software;
- g) Excellent verbal and written skills, as well as the ability to read, write and speak the English language.
- h) The ability to develop and maintain cooperative and professional working relationships with fellow employees, representatives from other departments, and supervisors.

Incumbent will be required to compete a MULES Advance Certification upon hire and maintain MULES certification for the duration of employment per CJIS Policy.

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

Physical Requirements: Must have the ability to lift, carry and transport files, up to and including 'banker size' boxes that may weigh in excess of 20 pounds. Must have the ability to remain seated for long periods of time. Must have the ability to stand for long periods of time; for example, while making copies of documents, conducting training, warehouse research or court appearances.

Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 90% of the time. Occasional work outside of the office may be required for off-site locations.

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

- Personal computer or laptop
- Copier/Scanner/Fax/Printer
- Telephone
- Power files
- Microfilm machine

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 Marla Jones, Sunshine Request Section** by no later than **October 23, 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 23, 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