



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: July 31, 2026

JOB VACANCY MEMORANDUM NO. 26-21

TITLE: Senior Licensing Regulator

ELEMENT OF ASSIGNMENT: Office of General Counsel/Private Officers Licensing Unit (POLU)

PAY RANGE: 51

STARTING MONTHLY SALARY: \$3,708

VACANCY STATUS: Anticipated

EXPIRATION DATE: August 14, 2026

REQUIREMENTS:

To perform a variety of moderately complex work assignments, compile statistics, perform daily balance of all monies collected and develop and train all new employees. The primary job function is to maintain company licenses, all range documents and help maintain the licensing for Kansas City, MO adhering to and maintaining compliance with state statute outlined in Title 17 of the Code of State Regulations 10.2.010-060.

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

1. Handle a variety of moderately complex clerical and administrative tasks as required by the element, which includes, range qualification records, daily timekeeping, compiling daily, weekly and monthly reports and collecting information for reports.
2. Train the Licensing Regulator members in their role and duties.
3. Must be proficient in the guidelines outlined in Title 17 of the Code of State Regulations.
4. Maintain company and private security files and other department records through filing, indexing, cross-referencing and purging. Process paperwork and correspondence, memorandums and reports.
5. Enter information into MULES, OMNI, fingerprint live scan and the badging system and maintain the general operation of the machines.

6. Run RapBack and notify licensee and company of infractions. Update OMNI and Mules as situations occur.
7. Produce memorandums, warrant letters, suspensions, denial and revocation letters, and any other documents as designated by the Unit Manager for Manager's signature.
8. Maintain and monitor the insurance status of licensed companies; ensure current and documented proof of company's insurance coverage; including coverage for all private security personnel. Report all lapses in coverage to Unit Manager.
9. Collect contract lists annually from all contract private security companies. Maintain a list of licensed companies that have paid their annual company license.
10. Attend range qualifications as needed on an overtime basis. Maintain records for all armed licensed with the KCPD Pistol Range.
11. Interview companies applying for licenses, and ensure Title 17 of the Code of State Regulations guidelines are met, which include but are not limited to uniform and firearm regulation.
12. Perform daily timekeeping.
13. Review company files to ensure proper documents have been provided.
14. Fingerprint applicants, administer and grade examinations.
15. Answer telephone inquiries concerning licensing and the licensing process as directed by the current regulations.
16. Audit accounts receivable; complete daily report, noting money intake, notify companies of any improper payments.
17. Oversee petty cash fund, maintain appropriate balance and documentation.
18. Prepare memorandums, schedules, monthly invoices and reports as necessary.
19. Maintain reliable and predictable attendance. May be required to work overtime.
20. Perform related duties as required by the Unit Manager and carry out duties of Acting Manager when directed.
21. 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 be knowledgeable in administration and maintenance of office automation programs, current office equipment and English grammar. The individual must possess strong organizational and communication skills. Independent judgment, initiative, and attention to detail are essential.

Must have a current valid driver's license.

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

Physical Requirements: This position is primarily sedentary and the incumbent may be required to sit for long periods of time. 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.)

- Personal computer
- Copier/Scanner/Fax
- Livescan fingerprint
- Calculator
- Photographic equipment

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 Shea Hudson, Private Officers Licensing Unit** by no later than **August 14, 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 **August 14, 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