



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: April 5, 2024

JOB VACANCY MEMORANDUM NO. 24-06

TITLE: Sunshine Law Records Clerk

ELEMENT OF ASSIGNMENT: Office of General Counsel

PAY RANGE: 17

STARTING MONTHLY SALARY: \$3,842

VACANCY STATUS: Vacant

EXPIRATION DATE: April 19, 2024

REQUIREMENTS:

To provide administrative support by responding to Sunshine Law requests for the Office of General Counsel (OGC). To assist members of the Kansas City, Missouri Police Department and the public.

This position communicates 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, as well as a calm demeanor and customer-service focus, is critical to successfully carryout the job functions of this position.

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

1. 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 OGC. Depending on the specific request this may include, but is not limited to, the following:
 - a. Gathering the requested records from various Department 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. Preparing invoicing information to offset the cost of production as necessary;

- f. Assisting the General Counsel (GC) and Associate General Counsel (AGC) in preparation of legal motions and other pleadings to 'close' records and information.
2. 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, Criminal Records Section, Media Unit and investigative elements.
3. Gather, review and redact information responsive to various subpoenas.
4. Assist with the general duties administrative duties of the Office of General Counsel as needed.
5. Provide classroom training to other Department members, and occasionally to law enforcement personnel from other metro-area agencies, regarding the Missouri Sunshine Law and responding to records requests.
6. Maintain reliable and predictable attendance. Must have the ability to work flexible hours when necessary.
7. 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 the position, the incumbent must meet and maintain the minimum standards listed below:

- a. Possess a High School Diploma. An Associate Degree or sixty (60) hours college credit is preferred.
- b. Have a minimum of five years' experience working with the Department, or in a similar capacity outside the Department. Especially significant is prior experience problem-solving, providing excellent customer service, and responding to information requests from other public entities or individual members of the public.
- c. Possess computer skills, including but not limited to proficiency in Word, Power Point or other slideshow software, Excel or other spreadsheet software, or learn and become proficient in necessary computer applications.
- d. Possess a pro-active approach to problem solving. Ability to work independently to answer questions and resolve problems is critical;

- e. Excellent verbal and written skills, and ability to read, write and speak the English language;
- f. Attention to detail in research and writing and excellent organizational, prioritization and time-management skills; and
- g. Possess a valid Missouri driver's license and the ability to operate a motor vehicle.

Physical Requirements:

Must have the ability to lift, carry and transport files, up to and including full '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 or conducting training.

Job Location: (Place where work is performed.)

This position operates in a standard office environment almost 100% of the time. Occasional work outside of the office, including driving, may be required.

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

- Personal computer and laptop
- Copier
- Smart phone cell phone
- Motor vehicle

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 **Nathan Weinert, General Counsel**. by no later than **APRIL 19, 2024**.

Outside applicants – Go to <https://careers.kcpd.org> and complete an on-line application. Questions; please contact Mindy.Davis@kcpd.org. to be received no later than **APRIL 19, 2024**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit 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 Clerical test (75% accuracy), CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton
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Commander, Employment Unit