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# NON-SWORN MEMBER VACANCY

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*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:** January 10, 2025

**JOB VACANCY MEMORANDUM NO.** 25-03

**TITLE:** Computer Services Specialist I, Video Support Technician

**ELEMENT OF ASSIGNMENT:** Information Services Division

**PAY RANGE:** 16

**STARTING MONTHLY SALARY:** \$3,551

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** January 31, 2025

**REQUIREMENTS:**

To coordinate, configure, install, test, and troubleshoot all in-car video and body worn camera hardware and software systems.

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

1. Provide tier 1 technical assistance and problem solving to users for all devices connected to the video network. Maintain work tickets, requests and tasks as reported.
2. Provide desktop support for hardware, software, adds, moves and changes for all network supported devices related to video evidence systems.
3. Provide cost estimates, technical advice, review needs and compatibility risk analysis, standards and procedures development, and standards implementation for personal computer systems related to video evidence systems.
4. Maintain Digital Technology Section inventory of personal computers, printers, peripheral equipment and software and provide documentation of fixed assets for the department's inventory of networked equipment.
5. Maintain and process disposal of old or broken equipment.

6. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, on-call, weekends and/or holidays. This includes responding to crime scenes and critical incidents.
7. Must be prepared to view video that may contain violent, obscene or disturbing images that depict blood and human body parts.
8. Maintain all mobile devices including, but not limited to, in-vehicle systems and body worn systems.
9. Perform related duties as required.
10. Review video evidence for redaction in accordance with Missouri Sunshine Law and records requests.
11. Receive, process and fulfill video records requests from internal Department elements, prosecutors, attorneys, members of the public, insurance companies, outside law enforcement agencies, and media organizations.
12. 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 have extensive technical and vocational computer training. Position requires a minimum of one year of experience in personal computer installation and support. Additionally, incumbent must be knowledgeable with local area network installation and administration.

**Physical Requirements:** The incumbent must be able to lift up to 50 pounds, bend, kneel, and climb stairs and ladders with equipment on a daily basis. Incumbent must be able to work in all types of weather conditions when outdoors deploying electronics.

Incumbent must have the ability to establish and maintain effective working relationships with department members, vendors, and the public.

A valid Missouri driver license and a good driving record is required.

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

Position operates in a standard office environment 50% of the time; remaining 50% is spent in a vehicle and at other department facilities.

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

- Personal computers, printers, mobile devices and peripherals
- Body Worn Cameras
- Network cabling and cable testers
- 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 **Sgt. David Hill, Technology Support Section** by **JANUARY 31, 2025**.

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) by **JANUARY 31, 2025**.

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, CVSA, post-offer physical examination and routine drug screen.

***Captain Justin Pinkerton***

Captain Justin Pinkerton

Commander, Employment Unit