



# 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:** May 12, 2025

**JOB VACANCY MEMORANDUM NO.** 25-16

**TITLE:** Clerical Supervisor II

**ELEMENT OF ASSIGNMENT:** Information Management Unit

**PAY RANGE:** 52

**STARTING MONTHLY SALARY:** \$4,011

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** May 27, 2025

## **REQUIREMENTS:**

To direct and supervise the work performance of personnel assigned to the Section. Perform duties in the Unit when required to maintain adequate level of staffing and service.

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

1. Supervise, schedule, and monitor work assignments to ensure accuracy and adequate levels of service.
2. Continue to advance skills and display potential for mastery of key concepts with the essential responsibilities of the Section by the end of the probationary period.
3. Train employees to ensure adequate employee performance standards are met; cross-train members to provide relief.
4. Perform administrative duties such as timekeeping and ensuring adequate staff to keep the workload manageable.
5. Provide recommendations regarding personnel matters, disciplinary action, selection processes, performance evaluations, etc.

6. Provide direction to Department members with routine questions, paperwork, and complaints.
7. Maintain section equipment and supplies.
8. Perform special assignments, such as composing memorandums and revising manuals, in addition to assisting with department and outside agency requests.
9. Maintain cooperative and professional working relationships with fellow employees, representatives from other departments, and supervisors.
10. Maintain reliable and predictable attendance. Must be punctual responding to assigned shift and have the ability to work flexible hours, overtime, weekends and/or holidays with necessary.
11. Perform related duties as required.
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 disability as defined by the American 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 possess a high school diploma or equivalent and a valid driver's license. Oral and written communication skills and problem-solving skills are required. The ability to develop and maintain cooperative and professional working relationships with fellow employees, representatives from other departments, and supervisors are required. Previous computer-based data entry experience is required. Experience working in a records management system is preferred.

Physical Requirements: Duties are primarily sedentary, sitting at a computer 80% of the time and utilizing other office machines and a telephone 20% of the time. Other physical requirements are associated with filing, lifting/carrying/emptying up to 5 to 20 lbs. daily and 20 to 50 lbs. occasionally; crouching, standing, walking, pulling, kneeling, typing, reaching, repetitive hand motion, pushing, sitting and driving all may occur daily.

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

This position operates in a standard office environment approximately 90% of the time.

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

- Mainframe and personal computer terminals and systems/printers
- Currency counter, calculator/adding machine, receipt machines, cash registers
- Copiers, microfilm machines, power files, heat sealer, facsimile machine
- Bar code machine
- Telephone
- Postage meter/scale
- 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 **Manager Natalie Cofield Booker, Information Management Unit** by no later than **MAY 27, 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), to be received no later than **MAY 27, 2025**.

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 submit to a Clerical Test (75% accuracy), Keystroke Test (80% accuracy), CVSA, post-offer physical examination and routine drug screen.

***Captain Justin Pinkerton***

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Commander, Employment Unit