

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	June 16, 2022	<b>Posting Ends</b>	August 17, 2022
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<b>Position Title</b>	<b>ADMINISTRATIVE SUPPORT SPECIALIST</b>
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<b>Department</b>	Police	<b>Division</b>	Internal Investigations Section
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Internal Investigations/701 N. 7 <sup>th</sup> Street
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**BRIEF JOB DESCRIPTION:** Greets and assists citizens who are wishing to file a complaint against members of the Kansas City, Kansas Police Department. Answer telephones when members of the IIS Office are in the field and forward calls to the appropriate voicemail. Conduct a basic interview of the citizen calling in to ascertain their name, address, phone number, obtain a brief synopsis of their complaint and then forward this information to the unit commander. Receive and distribute mail that is delivered to the office. Maintain the unit's databases by entering the appropriate information in a timely manner. Knowledge of the basic office equipment (copy machine, fax machine, etc.) Maintain unit files. Prepare correspondence as directed by the unit commander; prepare monthly sign-in sheets for the unit; and prepare monthly and yearly statistical reports. Manage the office supply budget; prepare travel request and make necessary arrangements; prepare sign in sheets; coordinate the flow of documentation and information with the Chief's Office; receive and distribute CVSA requests as directed; transcribe audio statements; prepare and send written communications to complainants and officers; prepare criminal case files for the District Attorney's Office and administrative files for the Chief of Police.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Ability to maintain the strictest level of confidentiality regarding investigations and information received by the IIS Office. Must be dependable and able to perform duties with minimal supervision. Proficient with Microsoft Windows; Dictaphone, transcription, databases and Cisco Phone System is preferred.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$16.17-\$20.58/hr.	<b>PI #</b>	0937	<b>Class. Code</b>	0102
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**EXT 8/4/2022**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

*The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.  
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**