

# ST. LOUIS METROPOLITAN POLICE DEPARTMENT

## JOB DESCRIPTION

**GRADE:** 14

**SALARY RANGE:** \$45,604 – \$71,292

**POSITION TITLE:** POLICE CLAIMS ADMINISTRATOR

**DEPARTMENT:** LEGAL

**REPORTS TO:** LEGAL COMPLIANCE DIRECTOR

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### POSITION SUMMARY

Responsible for managing, investigating and processing claims filed against the department arising from department vehicular accidents and other law enforcement activities.

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### FUNCTIONS OF THE JOB

#### Essential Functions

- Receive, review and document claims filed against the department.
  - Conduct initial investigations, including gathering relevant documents, incident reports, photographs, videos and witness statements.
  - Coordinate with department personnel, legal counsel and external parties to resolve claims.
  - Prepare reports, summaries, and correspondence.
  - Respond to inquiries from claimants and other agencies regarding claim status.
  - Track deadlines, statutes of limitations and reporting requirements to mitigate legal and financial risk.
  - Assist legal counsel and risk management personnel in litigation or settlement process.
  - Analyze claims data to identify trends, risks and potential liability issues and provide recommendations to department leadership.
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## **QUALIFICATION REQUIREMENTS**

### **Knowledge:**

- High school diploma or equivalent; associate or bachelor's degree in criminal justice, information technology or related field preferred.

### **Experience:**

- Experience in claims administration, risk management in public or private sector.

### **Skills and Abilities:**

- Strong organizational skills and attention to detail, with ability to manage multiple deadlines.
- Ability to work collaboratively with internal staff, attorneys, insurance providers and claimants.
- Knowledge of risk management practices, insurance procedures and claims processing.
- Strong written and verbal communication skills including preparing reports, correspondence and summaries.
- Ability to maintain confidentiality and handle sensitive information with discretion.

### **Working Environment:**

- Normal office environment with attending outside functions when required.

### **Machines, Tools, Equipment and Work Aids:**

- Personal Computer
  - Telephone
  - Cell Phone
  - Copier/Fax Machine
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## **PHYSICAL/VISUAL ACTIVITIES OR DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

**The St. Louis Metropolitan is an Equal Opportunity Employer.**

The job description does not necessarily contain all of the actual or essential duties of this position. All job offers are contingent upon passing a medical evaluation/drug screen and criminal background check.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.