

HELP WANTED –DISABILITY BENEFITS SPECIALIST

The Police Retirement System of St. Louis (“System”) is currently taking applications for the position of Disability Benefits Specialist. The System administers the pension benefits of all active and retired police officer-members of the City of St. Louis Police Division, as well as any surviving spouses and dependents of those officers.

This position is responsible for accepting and processing applications by police officers for disability retirement benefits, and for coordinating and scheduling all arrangements for the disability determination process, including: meeting with disability applicants and their legal representatives to have them complete the proper forms and explain the disability process; gathering and organizing all medical records from an applicant; communicating with health care specialists who comprise the System’s Medical Board charged with evaluating applicants; scheduling applicants’ appointments to be evaluated by the Medical Board; ensuring and collecting reports from all members of the Medical Board evaluating the disability applicants; and scheduling meetings of the System’s Disability Committee to consider disability applications once all above-mentioned steps have been completed.

This position is one of a class of jobs titled “Benefits Specialist.” A full Job Description for Benefits Specialist can be found on the System’s website, www.stlouisprs.org, on the drop-down menu for “Opportunities” at the link “Job Description – Benefits Specialist.”

The successful candidate for this position will have experience working with medical records and medical claims. Must be familiar with medical terminology. Must have superior organizational skills and be proficient in maintaining accurate records. Must have the ability to communicate clearly with health care specialists and their staff, and with disability applicants and their legal representatives. Excellent computer skills necessary. Prior experience working with disability applications is preferred.

Starting salary of \$40,000 annually. Benefits include health insurance, paid vacation and paid medical leave. Paid overtime may also be available in limited circumstances. City of St. Louis residency is not required.

Individuals applying for this position should furnish a current résumé, and e-mail it to:

mark.lawson@stlouisprs.org

Be sure to include in the “Subject” line of the e-mail the words “Disability Benefits Specialist.”