

Financial Crimes/Disability Case Clerk

Description – The Policemen’s Annuity and Benefit Fund of Chicago (the Fund) is seeking a financial crimes/disability case clerk. This is a part-time position (no more than 28 hours per week) that works with the Fund’s staff and outside legal counsel. The position requires an understanding of the benefits provided by the Illinois Statutes (Chapter 40, Act 5, Article 5) to sworn police officers. The clerk will perform the following essential duties and responsibilities including:

- Responds to phone calls, emails, text messages or other media avenues of “hotline” communication regarding potential fraud or abuse of Fund members currently in-receipt of or in application for disability benefits. Such response includes developing appropriate follow-up procedures consistent with those permitted by Local, State and Federal laws.
- Works with Chicago Police Department personnel in transitioning sworn police officers back to duty from disability leaves. Procedures may include meetings to discuss policy and procedures of the Chicago Police Department, retaining appropriate personnel to testify at Board of Trustee hearings, and follow-up on Fund members who have been terminated from disability to ensure reinstatement in a timely manner.
- Assists Fund staff in developing and implementing appropriate collection procedures of overpayments to members and estates of deceased members. Such procedures may include filing documents with government agencies to obtain death certificates, filing financial crime reports with the Chicago Police Department, and assisting the Chicago Police Department with any investigations conducted, including testifying at court proceedings.
- Works with other Chicago Police organizations, including the Fraternal Order of Police and the Chicago Police Memorial Foundation, on inquiries, claims and requests regarding members that are in receipt of or in application for disability benefits. Procedures are designed to ensure consistent dissemination of information, expediency of claim processing, and communication of Board of Trustee policies.

Minimum Qualifications-Candidates should possess the following education, experience and skills:

- Minimum of ten years experience as a sworn law enforcement officer, preferably as a sworn Chicago Police Officer.
- Strong understanding of the Illinois Pension Statutes as applied to the Policemen’s Annuity and Benefit Fund of Chicago.
- Experience in analyzing police reports and conducting investigations.
- Ability to work from the Fund’s office at 221 N. LaSalle, and travel to/from CPD headquarters.

This is part-time employment. The job assignments will not, at any time, exceed 28 hours per week. Compensation is \$35,000 to \$40,000 annually. This position will report to the Executive Director and other staff, including legal counsel, as delegated by the Executive Director. The following benefits are not provided: paid vacation time and health insurance. Please send resumes to: rtuczak@chipabf.org and drkugler@chipabf.org NOTE: This job posting will expire on May 9, 2017. After such date, applications will no longer be accepted or considered.