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: October 16, 2026

JOB VACANCY MEMORANDUM NO. 26-42

TITLE: Paralegal Assistant, Claims & Litigation Specialist

ELEMENT OF ASSIGNMENT: Office of the General Counsel

PAY RANGE: 53

STARTING MONTHLY SALARY: $4,339

VACANCY STATUS: Vacant

EXPIRATION DATE: November 6, 2026

REQUIREMENTS:

The performance of all job objectives and essential job functions should be undertaken in a manner reflecting positively on the Board of Police Commissioners [Board], the Office of General Counsel [OGC] and the Kansas City, Missouri Police Department [Department].

To provide courteous, timely and accurate customer service and support to members of the Department and the public by processing records related to claims and litigation involving Department members, including prosecuting, defending and negotiating claims for damages, and to provide administrative and executive support for the attorneys assigned to the OGC. These objectives are more fully explained in the Essential Job Functions and Job Standards listed below.

Essential Job Functions:[1]

1. Investigate, research, and verify claims for damages made against the Department and Department members. This includes, for example, gathering and analyzing records, speaking with the claimant or claimant's representative or insurance company, communicating with Department members, and preparing written responses for each claim. Document all claims in separate, organized files and maintain such files. Prepare recommendations for the OGC attorneys regarding whether each claim is valid,

[1] Essential Functions and Job Standards are written as interchangeable for this Job Description. All Functions and Standards are essential for the successful completion of this position.

whether each should be paid, and if a claim should be paid, the amount of such payment. Prepare written releases, agreements and other documentation regarding the payment of claims. Work with the Financial Services Unit to ensure payment checks are prepared timely and distributed to the payees.

2. Prepare and file civil lawsuits prosecuted on behalf of the Department. This includes, for example, preparing a recommendation for the OGC attorneys regarding the value of the Department's lost property, preparation of written pleadings, collecting and analyzing case-related records, creating and maintaining a file for each lawsuit, electronic filing of pleadings with the court, contacting Department members and other persons who may have information relevant to the lawsuit, preparing exhibits for court hearings, and attending court with OGC attorneys.

3. Undertake collection efforts, to include for example, preparation and filing of garnishment actions, to recoup damages awarded by the courts as a result of the civil lawsuits more fully described in paragraph 2 herein.

4. Negotiate with representatives of private insurance companies as a result of claims involving Department members.

5. Receive, route, handle or assist in handling various requests, inquiries, and other complaints or communications to the OGC or referrals from other Department elements or outside agencies.

6. Prepare routine correspondence and handle other administrative tasks, as assigned, for the Board, Board Attorney and Board members.

7. Perform general administrative/executive assistant functions for the OGC and Board including, for example, word processing, filing, updating the OGC library, ordering/stocking/maintaining/keeping in good order the OGC supplies, directing phone calls, taking and relaying messages, and logging and distribution of mail for the members of the OGC.

8. Assist the Board of Police Commissioners Assistant on an as-needed basis, for example, providing coverage during vacation periods or assisting the Law Clerk with records requests made pursuant to the Missouri "Sunshine Law," Chapter 610 RSMo.

9. Prepare and submit to the Missouri Department of Labor the responses for protested unemployment compensation claims/hearings.

10. Prepare and generate reports as requested by the OGC attorneys, for example, monthly risk/loss reports indicating the amounts paid by the Department to compromise and settle motor vehicle accident claims, other types of claims against the Department, and payments related to Department members' workers compensation claims; annual reports for workers' compensation audits; and annual reports submitted to the State of Missouri related to workers' compensation.

11. Input and generate information in the Department's risk management database such as tracking collections and payments related to compromising and settling claims made by or against members of the public.

12. Assist outside counsel retained to defend the Board, Department, Command Staff and other members who are sued in civil lawsuits, including for example, collecting and preparation of exhibits, identifying and communicating with defendants and other persons, attending depositions and hearings, and attending and assisting the outside attorneys at trial.

13. Maintain reliable and predictable attendance. May be required to work flexible hours when the need arises.

14. The ability to read, write, hear and speak the English language is required.

15. Excellent communication, typing, proof-reading, and organizational skills are required.

16. Perform related duties as required.

17. 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 a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards:

The incumbent may not be a member of a Department labor organization, nor is this position covered by any Collective Bargaining Unit.

To successfully perform the essential functions of the position, the incumbent must meet and maintain the minimum standards listed below:

a. Possess an Associate Degree in Paralegal Studies or an Associate Degree in another concentration and hold or be in the process of obtaining a Paralegal Certificate;

b. A minimum of five years' experience working as a paralegal, legal assistant or claims manager;

c. Possess computer skills, including but not limited to proficiency in Word, Power Point or other slideshow software, Excel or other spreadsheet software, and using the Internet and other resources necessary to conduct investigations to assess the validity and value of claims made against the Department and Department members.

d. Presentation of a positive, polite and helpful image to the public and members of the Department and outside agencies is critical;

e. Possess a pro-active approach to problem solving and independent decision-making without the necessity of extensive oversight or micro-management;

f. Attention to detail and excellent organizational, prioritization and time-management skills.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: - Lifting, walking, bending, squatting, sitting or standing, including for lengthy periods of time and carrying of full bankers' size boxes weighing twenty (20) pounds or more is required.

Job Location: (Place where work is performed.)

This position primarily operates in a standard office environment with occasional opportunity for travel/driving within the Kansas City metropolitan area.

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

- Personal computer, laptop and tablet
- Copier/Scanner/Fax
- Smart phone/cell phone
- Motor vehicle
- Calculator

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 **General Counsel Nathan Weinert, Office of the General Counsel** by no later than ***November 6, 2026*.**

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than ***November 6 ,2026.***

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

Captain Justin Pinkerton
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Commander, Employment Unit