

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Administrative Claim Examiner
Salary:	\$60,000 - \$70,000
Bureau/Division:	Bureau of Law & Adjustment/No-fault Division
Period:	June 3, 2014 – June 30, 2014

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for adjusting claims for and against the City of New York. The No-fault Division evaluates, negotiates and processes No-fault claims for payment.

Under the direction of the Division Chief, with wide latitude for independent initiative and judgment, responsibilities include, but are not limited to, the following:

- Manages individual No-fault files, including conducting a complete review of investigation reports, medical reports and bills, agency reports and all other supporting documentation;
- Manages the No-fault review and payment process; recommends, develops and implements improved procedures to streamline No-fault processes;
- Assures that files are complete so that a disposition determination can be made;
- Evaluates No-fault files, including medical bills and employment information to determine the appropriate benefit reimbursement;
- Calculates and authorizes No-fault payments based on bills and other documentation submitted;
- Works closely with the New York City Law Department to settle No-fault litigation;
- Represents the City Comptroller at No-fault arbitrations;
- Negotiates No-fault claims through the American Arbitration Association conciliation process; and
- Performs related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college and at least four (4) or more years of satisfactory full-time experience investigating, processing payments and settling No-fault claims, at least eighteen (18) months of this experience must have been in an administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas above or closely related area; **or**
- Education and/or experience equivalent to above. However, all candidates must have the eighteen months (18) of experience in administrative or supervisory capacity as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Strongest candidate should have a thorough knowledge of New York State No-fault laws and will have extensive experience evaluating and negotiating No-fault matters for payment, and display knowledge of processing bills using the No-fault fee schedule.
- Attention to detail, meeting deadlines and the ability to perform multiple tasks and switch to high priority assignments when required is expected.
- Excellent interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency) required.

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: June 3, 2014	POST UNTIL: June 30, 2014	JVN: <u>#015/014/23</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer