

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Court Representative - Litigation Division
Salary:	\$65,000 - \$75,000
Bureau/Division:	Law & Adjustment
Period:	March 5, 2015 – April 5, 2015

JOB DESCRIPTION

The Bureau of Law and Adjustment (BLA) settles and adjusts claims filed for and against the City of New York. After a claim is filed, it is investigated. Based on the results of the investigation and other factors, the Comptroller's Office may extend an offer to settle the claim. If the claim cannot be settled, the claimant may choose to pursue the matter through the courts. The Bureau of Law and Adjustment also handles contract disputes with companies that do business with the City.

Reporting directly to the Director of Litigation and the Assistant Comptroller for Law and Adjustment, duties for the Court Representative position include, but are not limited, to the following:

- Analyzes and evaluates settlement requests on claims/cases against the City of New York and its agencies;
- Prepares memoranda on appropriate cases and claims requesting settlement authority;
- Negotiates claims/cases on behalf of the City of New York and its agencies in State and Federal Court;
- Monitors overall status of Bureau activities, assists with training, identifies potential problem areas or issues and affects corrective action;
- Performs other related management assignments as directed.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) years of satisfactory experience investigating and settling liability claims, 18 months of this experience must have been in an administrative, managerial or executive capacity or supervising a staff performing professional work in investigation and settlement of liability claims or a closely related area; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A JD/Law degree from an accredited United States law school;
- Admission to NYS Bar and preferably two years of litigation experience that includes handling all aspects of tort litigation and adjusting claims;
- Experience in courts located in the City of New York is highly preferred;
- Exceptional writing and verbal skills and experience preparing clear, concise, and accurate analytical reports; +
- Excellent interpersonal and organizational skills (including Microsoft Office Suite proficiency) are also required.

PLEASE NOTE: A writing sample is required to be submitted as a part of the cover letter.

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: March 5, 2015	POST UNTIL: April 5, 2015	JVN: 015/015/045
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The NYC Comptroller's Office is an Equal Opportunity Employer