

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief – Claims Support Division
Salary:	\$65,000 to \$75,000
Bureau/Division:	Law & Adjustment / Claims Support Division
Period:	March 5, 2015 – Until Filled

JOB DESCRIPTION

The Comptroller's Bureau of Law & Adjustment (BLA), in accordance with the NYC Charter is responsible for investigating and adjusting claims filed for and against the City. BLA seeks a Division Chief to manage its Claims Support Division. Under the managerial direction of the Director of Tort Claims, this position will be responsible for managing support services/resources within the Bureau. The Division Chief – Claims Support responsibilities include, but are not limited to, the following:

- Managing clerical resources and ensuring that mail is processed and distributed in a timely manner;
- Generating system reports as requested using Crystal Reports, .NET, Access, Oracle or any other available software;
- Producing data, documents or other reports to respond to FOIL requests and subpoenas;
- Troubleshooting and responding to BLA user complaints and referring unresolved technical issues to the Bureau of Information Services (BIS).
- Conducting testing of new system functionality prior to implementation and conducting internal staff technical training;
- Resolving payment issues and problems with adjusters, the Law Department, HHC, the Central Image Facility, the Lien Clerk and /or the Office of Fiscal Services;
- Processing settlement closing papers and settlement authorizations and ensuring that settlement information is entered into the Comptroller's claim system is accurate and timely;
- Updating attorney lien information in the Comptroller's claim system; and
- Performing related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) or more years of satisfactory experience in providing clerical and/or technical support in a professional claims environment, or governmental or a business organization or in a closely related field, 18 months of this experience must have been in an administrative, managerial or executive capacity or supervising staff performing the professional work in the areas described above;
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

- Ideal candidate will be proficient in designing, writing and generating reports from multiple data sources using a wide range of reporting tools.
- Excellent interpersonal, organizational skills (including Microsoft Office Suite proficiency) and ability to interact with all levels of management.

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: Until Filled	JVN: 015/015/043R
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The NYC Comptroller's Office is an Equal Opportunity Employer