

# NYC OFFICE OF THE COMPTROLLER

## JOB VACANCY NOTICE

<b>Title:</b>	<b>Administrative Claim Examiner (No Fault Claims)</b>
<b>Salary:</b>	<b>\$60,000 - \$65,000</b>
<b>Bureau/Division:</b>	<b>Law and Adjustment</b>
<b>Period:</b>	<b>June 17, 2015 - Until Filled</b>

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### JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for adjusting claims for and against the City of New York and the New York City Health and Hospitals Corporation. 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, this individual:

- Manages individual No-fault files, including conducting a complete review of investigation reports, Inter-Company Reimbursement Notification forms and packages including medical report, bills and ledgers, agency reports and all other supporting documentation;
- Assures that files are complete so that a disposition determination can be made;
- Evaluates and processes No-fault files, to determine possible liability or denying, settling or preparing defenses for arbitration (PIP Subro);
- Calculates and authorizes No-fault payments based on bills and other documentation submitted;
- Files as an applicant for reimbursement pursuing recovery as mandated through Arbitration Forms, Inc., where appropriate;
- Adheres to AF NY PIP forum rules and state law by preparing time sensitive answers as required including assertion of deferment requests, affirmative defenses, and damage disputes;
- Works closely with the New York City Law Department to settle No-fault litigation;
- Represents the City Comptroller at No-fault arbitrations; and
- Performs related assignments and special projects as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. 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, managerial, executive or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above or a closely related area; **or**
2. Education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months (18) of experience in administrative, managerial, executive or supervisory capacity as described above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Ideal candidate will have a thorough knowledge of New York State No-fault laws and will have extensive experience evaluating and negotiating No-fault matters for payment;
- Candidate must display an attention to detail and meeting deadlines;
- Candidate must have the ability to perform multiple tasks and switch to high priority assignments when required;
- Candidate must possess excellent interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency).

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> June 17, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/015/075
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**The NYC Comptroller's Office is an Equal Opportunity Employer**