NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Division Chief, Real Property**
Salary:	**$80,000 - $95,000**
Bureau/Division:	**Law & Adjustment**
Period:	**June 02, 2015 – Until Filled**

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for investigating and adjusting claims filed against the City of New York. The Real Property Division investigates and resolves real estate tax cancellations from not-for-profit entities as well as reviews and approves/disapproves certiorari settlement recommendations from the New York City Law Department. The Division is also responsible for the processing of condemnation payments and settlements, real property closings and managing special projects as required.

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

- Manage the Division's functions effectively and efficiently to ensure compliance with Bureau procedures, statutes and laws;
- Review files submitted by staff for payment, settlement or disallowance, including a complete review of investigative reports, agency reports and all other supporting documentation;
- Interact and approve/disapprove recommendations made by the Law Department on actions, demands and special proceedings;
- Communicate effectively and professionally with the staff of elected officials, agency personnel, attorneys, the public, and others, as necessary; work closely with the Comptroller's Bureau of Accountancy, the Central Imaging Facility, and governmental agencies, among others;
- Prepare employee performance evaluations; report instances of employee misconduct/misbehavior, performance problems, disturbances and unusual occurrences and document as necessary;
- Performs related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and four (4) or more years of satisfactory full-time experience investigating, adjusting and making disposition determinations on a variety of claims, actions and special proceedings. 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 investigating and adjusting claims; **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

- Candidates must demonstrate a comprehensive knowledge of claims; the Comptroller's responsibilities in regard to the investigation, adjustment and disposition of claims; and the relationship between the Comptroller's Office and the Law Department with respect to lawsuit dispositions;

- Demonstrated experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of policies and procedures;

- Ability to interact with all levels of management;

- Attention to detail, exceptional writing and verbal skills, and the ability to perform multiple tasks requiring prioritization are required;

- Excellent interpersonal and organizational skills (including Microsoft Office Suite proficiency) are also 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:	POST UNTIL:	JVN:
June 2, 2015	Until Filled	015/015/069

The NYC Comptroller's Office is an Equal Opportunity Employer