

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Director, Settlements and Adjudications
Salary:	\$100,000 – \$115,000
Bureau/Division:	Law & Adjustment
Period:	August 4, 2015 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment (“BLA”) is responsible for investigating and adjusting claims filed against the City of New York. BLA seeks a professional experienced in the investigation and adjustment of complex claims. The successful candidate may also be involved in investigating claims of a non-tort nature, e.g., affirmative, employment, special education and equitable, as well as property damage and matters involving real property taxes and eminent domain.

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:

- Oversee the management of the Law Division, Property Damage Division & Real Property Division to ensure compliance with Bureau procedures, statutes and laws;
- Participate in and conduct complex settlement negotiations;
- Interact and approve/disapprove recommendations made by the Law Department on actions, demands and special proceedings;
- Attend and participate in the Dispute Resolution Settlement Conferences and prepare the Comptroller Determination Letters;
- Communicate effectively and professionally with the staff of elected officials, agency personnel, attorneys, the public, and others, as necessary; work closely with all Bureaus within the Comptroller’s Office, and governmental agencies, among others;
- Perform related assignments and special projects as required including the processing of Contract Final Extensions of Time.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and five (5) 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 a 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.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Candidates must demonstrate a knowledge of the Comptroller's responsibilities in regard to the investigation, adjustment and disposition of a wide variety of claims; and the relationship between the Comptroller's Office and the Law Department with respect to lawsuit dispositions;
- 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 litigation and adjusting claims;
- Attention to detail, exceptional writing and verbal skills, and the ability to perform multiple tasks requiring prioritization are required;
- Excellent interpersonal, analytical 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: August 4, 2015	POST UNTIL: Until Filled	JVN: 015/016/002
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The NYC Comptroller's Office is an Equal Opportunity Employer