NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Court Representative - Litigation Division**
Salary:	**$65,000 - $75,000**
Bureau/Division:	**Law & Adjustment**
Period:	**January 5, 2016 – Until Filled**

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

Admission to the New York State Bar; and two years of progressively responsible experience performing highly complex and significant legal work subsequent to admission to any bar.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- At least 18 months of litigation experience that includes handling all aspects of tort litigation and adjusting claims preferably related to personal injury 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:	POST UNTIL:	JVN:
January 5, 2016	Until Filled	015/016/039

The NYC Comptroller's Office is an Equal Opportunity Employer