

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Division Chief, Property Damage</b>
<b>Salary:</b>	<b>\$80,000 - \$90,000</b>
<b>Bureau/Division:</b>	<b>Law &amp; Adjustment</b>
<b>Period:</b>	<b>January 20, 2016 – February 3, 2016</b>

### JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for investigating and adjusting claims filed against the City of New York. The Property Damage Division investigates and resolves pre-litigation property damage claims, as well as works closely with the New York City Law Department to resolve claims that have proceeded to lawsuits. Claims can arise from singular incidents or may involve catastrophic events affecting many claimants.

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:

- Serves as the head of the Division and manages its functions to ensure compliance with Bureau procedures, statutes and laws;
- Reviews files submitted by staff for settlement or disallowance, including a complete review of investigative reports, damage estimates and bills, Comptroller damage assessments, agency reports and all other supporting documentation;
- Interacts and approves/disapproves recommendations made by the Law Department on property damage lawsuits;
- May as necessary serves as a liaison to the staff of elected officials, agency personnel, attorneys, the public, and others and works closely with the Comptroller's engineering and auditing staff, the Bureau of Fiscal Services, the Central Imaging Facility, and the motor vehicle damage appraisal contractor, among others;
- Prepares employee performance evaluations; reports instances of employee misconduct/misbehavior, performance problems, disturbances and unusual occurrences and documents as necessary;
- Performs related assignments and special projects as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and four (4) or more years of experience investigating, adjusting, settling and making disposition determinations on a variety of tort claims. Eighteen (18) months of this experience must have been in a supervisory, managerial, or executive 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, or supervisory capacity as described in "1" above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Comprehensive knowledge of tort claims; including the investigation, adjustment and disposition of claims.
- Basic understanding of the process/relationship between the NYC Comptroller's Office and the Law Department with respect to lawsuit dispositions.
- Demonstrated ability to interact professionally and effectively with all levels of management, government officials, attorneys and the public.
- Experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of policies and procedures.
- Exceptional writing and verbal skills, attention to detail, and the ability to perform multiple tasks requiring prioritization.
- Excellent interpersonal 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> January 20, 2016	<b>POST UNTIL:</b> February 3, 2016	<b>JVN:</b> 015/016/044
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**The NYC Comptroller's Office is an Equal Opportunity Employer**