

**NOTE: Only candidates currently serving in permanent civil service Claims Specialist title or are reachable on the current Claim Specialist Civil Service list are eligible to apply for this position.**

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Claim Specialist II</b>
<b>Salary:</b>	<b>\$46,163 - \$53,088</b>
<b>Bureau/Division:</b>	<b>Law &amp; Adjustment/ Affirmative Claims</b>
<b>Period:</b>	<b>February 29, 2016 – March 4, 2016</b>

**JOB DESCRIPTION**

The Bureau of Law & Adjustment is responsible for adjusting claims for and against the City of New York. The Affirmative Division seeks restitution from those who damage City property.

Under the direction of the Division Chief, with latitude for independent judgment and initiative, responsibilities include, but are not limited to, the following:

- Identifies and investigates reports of damage to City vehicles/property caused by other parties;
- Analyzes liability, identifies the party responsible for damage to City property, determine insurance availability and calculate the amount of loss to the City;
- Communicates with the party responsible and their insurance company for damage to City property and negotiates the settle claims to insure that the City is fully compensated for the loss.
- Performs other related assignments and special projects as required.

**MINIMUM QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college; or
2. An associate degree or 60 semester credits from an accredited college and two years of full-time satisfactory experience investigating and/or settling claims for personal injury or property damage or loss; or
3. A four-year high school diploma or its educational equivalent and four years of full-time satisfactory experience investigating and/or settling claims for personal injury or property damage or loss; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for experience as described in "2" or "3" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Candidate must have proven strong negotiation skills;
- Candidate must display attention to detail, organizational skills, and the ability to multi-task and manage multiple priorities;
- Candidate must possess excellent interpersonal skills, and the ability to communicate effectively orally and in writing;
- Candidates having knowledge of New York State Vehicle and Traffic laws preferred;
- Excellent interpersonal, communication, accounting and organizational skills (includes 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> February 29, 2016	<b>POST UNTIL:</b> March 4, 2016	<b>JVN:</b> 015/016/056
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**The NYC Comptroller's Office is an Equal Opportunity Employer**