

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director - Tort Claims
Salary:	\$130,000 – \$150,000
Bureau/Division:	Bureau of Law & Adjustment
Period:	March 8, 2016 - Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a Director of Tort Claims to manage key components of the City of New York's claim operation. Candidates are expected to be goal-orientated creative problem solving managers who enjoy working in a fast-paced environment where critical decisions involving millions of dollars are made on a daily basis. Under the direction of the Assistant Comptroller, responsibilities of the Director of Tort Claims include, but are not limited to:

- Managing all levels of claims and legal staff in the investigation, examination, adjustment, settlement of claims;
- Overseeing pre-litigation settlement process of tort claims, no-fault payment, and affirmative property damage collection processes;
- Managing procurement of Bureau professional services and the purchasing of those services;
- Coordinating with the FOIL officer and press office to respond to requests for information;
- Providing technical support and acting as principal liaison to the Comptroller's Bureau of Information and Systems Technology for Bureau technology initiatives;
- Resolving claim payment issues and serving as liaison between the Bureau of Law & Adjustment and the Office of Fiscal Services; and
- Analyzing of large volumes data to identify patterns in claims, law suits and settlements, and to root out fraud; and
- Researching and analyzing data in order to reporting on claim trends; and performing other related duties and assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree from an accredited college; and eight (8) or more years of full-time progressively responsible experience investigating, adjusting, negotiating 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; **or**
2. A JD/Law degree from an accredited United States law school and admission to the New York State Bar and six (6) or more years of professional experience as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Substantial supervisory experience, in years and scope, at a law firm or in legal administration is ideal;
- A JD/law degree from an accredited United States law school and admission to the New York Bar preferred;
- Experience in preparing clear, concise, and accurate analytical reports, including recommendations for review, creation, and modification of policies and procedures;
- Ability to work effectively in a fast-paced environment while managing multiple priorities;
- Demonstrated ability managing and inspiring a diverse group of claim professionals and support staff;
- Capability to work with a variety of computer programs, data sources and technologies;
- Attention to detail, exceptional writing and verbal skills, and the ability to perform multiple tasks requiring prioritization are required; and
- Excellent interpersonal, communication, analytical and organizational skills (includes Microsoft Office Suite proficiency).

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: March 8, 2016	POST UNTIL: Until Filled	JVN: 015/016/069
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The NYC Comptroller's Office is an Equal Opportunity Employer