

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Claims Manager – Law Claims (Non-Tort)</b>
<b>Salary:</b>	<b>\$57,210 - \$65,000</b>
<b>Bureau/Division:</b>	<b>Law &amp; Adjustment / Law Claims</b>
<b>Period:</b>	<b>April 13, 2016 – Until Filled</b>

### JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for investigating and adjusting claims filed against the City of New York. The Law Claims Division investigates and, where meritorious, resolves claims for reimbursement of Special Education costs and attorneys' fees and costs where it is alleged that the City failed to provide a free and appropriate public education under the Individuals with Disabilities Education Act. The Division works closely with the New York City Department of Education and the New York City Law Department.

Under the direction of the Law Division Chief, the Claims Manager will work independently with significant settlement authority directly delegated by the Comptroller. The Claims Manager will have discretion to make settlement offers within the limits of his/her authority without having to consult with a supervisor and based on analyses of historical settlement data. The Claims Manager's responsibilities include, but are not limited to, the following:

- Managing individual Special Education-related claim files, including completing a full investigation of claims, which includes reviewing agency reports, all supporting documentation and applicable legal standards;
- Assuring that claim files are complete so that a disposition determination can be made;
- Managing and directing the activities of claim specialists with respect to obtaining necessary agency reports and other documents, both internally and externally generated, needed to complete claim files;
- Reviewing claims and determining whether they should be approved/disapproved for payment or settlement;
- Meeting with Law Division Chief to review individual claims and when necessary obtain additional authority over and above his or her delegated settlement authority;
- Preparing written recommendations, memoranda and requests, as required;
- Interacting with and approving/disapproving settlement recommendations made by the Department of Education and the Law Department;
- Serving as a Principal Assistant to the Division Chief and assuming the responsibilities of the Assistant Division Chief in his/her absence; and
- Performing 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) years of progressively responsible experience investigating, analyzing, adjusting, and/or making dispositive determination on a variety of claims, action and/or special proceedings. Eighteen (18) months of this experience must have been in an administrative, managerial, or executive capacity or supervising staff performing investigation, analysis, and/or adjustment of claims or related work; **or**
2. Education and/or experience equivalent to the above. However, all candidates must have eighteen (18) months of experience in an administrative, managerial, or executive capacity or supervising staff performing investigation, analysis, and/or adjustment of claims or related work as described in "1" above.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Candidate must have proven strong negotiation and analytical skills;
- Candidates must demonstrate attention to detail, exceptional writing and verbal skills, and the ability to perform multiple tasks requiring prioritization;
- Candidates must demonstrate excellent interpersonal, analytical, 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> April 13, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/075
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**The NYC Comptroller's Office is an Equal Opportunity Employer**