

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Court Representative, Litigation Division
Salary:	\$65,000 to \$75,000
Bureau/Division:	Bureau of Law & Adjustment
Period:	August 4, 2016 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment (BLA) settles and adjusts claims filed against and on behalf of the City of New York. BLA reviews and investigates claims filed against the City of New York, and based on the results of the investigation and risk analysis, 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.

Court Representatives report directly to the Director of Litigation and the Assistant Comptroller for BLA and on a regular basis:

- Evaluate, negotiate, and settle pre-litigation claims and pending litigation on behalf of the City of New York and its agencies;
- Assess risk based on relevant facts and applicable law;
- Independently analyze Law Department recommendations for settlement of cases within delegated settlement authority and approve or reject Law Department requests for settlement authority;
- Draft memoranda on pre-litigation claims and pending litigation to request settlement authority on high exposure claims;
- Appear in state and federal courts for settlement conferences;
- Attend early-settlement conferences at the Law Department on behalf of the Comptroller's Office;
- Attend 50-h hearings when necessary; and
- Perform other related assignments as directed.

MINIMUM QUALIFICATION REQUIREMENTS

1. Admission to the New York State Bar and two (2) or more 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; **or**
2. Baccalaureate degree from an accredited college and four (4) or more years of progressively responsible experience investigating and settling liability claims, 18 months of which must have been in an administrative, managerial or executive capacity or supervising staff performing the investigation and settlement of liability claims or related work; **or**
3. Education and/or experience equivalent to "2" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- At least 18 months of litigation experience that includes handling all aspects of tort litigation and adjusting personal injury claims;
- Appearances at state and federal courts located in New York City;
- Exceptional analytical, writing, and verbal communication skills;
- Demonstrated proficiency in drafting clear, concise, and accurate memoranda; and
- Excellent interpersonal and organization skills (including 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: August 4, 2016	POST UNTIL: Until Filled	JVN: 015/017/004
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The NYC Comptroller's Office is an Equal Opportunity Employer