

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, School Claims
Salary:	\$80,000 - \$95,000
Bureau/Division:	Bureau of Law & Adjustment
Period:	June 24, 2016 – July 8, 2016

JOB DESCRIPTION

The Bureau of Law & Adjustment (BLA) is responsible for investigating and adjusting claims filed against the City of New York. The School Claims Division investigates and resolves pre-litigation claims involving New York City schools, parks and recreation, building and property, health facilities and uniformed employees and consults with the BLA's Litigation Unit and New York City Law Department to resolve these pre-litigation claims.

Under the direction of the BLA's Director of Tort Claims, with wide latitude for independent initiative and judgment, the responsibilities of the Chief of School Claims will include, but are not limited to:

- Serves as the head of the Division and manages its functions to ensure compliance with Bureau procedures, statutes and laws;
- Supervises staff in the handling of attorney and pro-se claims including determination on the validity of the claim for disallowance (timeliness, correct entity etc.) and the assessment of liability and damages for potential pre-litigation claim settlements based on a review of case law, accident reports, medical records, 50-h examination, liens and other supporting documentation;
- Notifies New York City Law Department's Special Litigation Unit on high profile school claims for potential handling and ensures that all cross claims are asserted where applicable;
- Manages the overall claim distribution work flow amongst staff and ensures that all claims are handled appropriately and timely;
- 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.

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.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strong negotiation and management skills a must;
- A law degree and subsequent admission to New York State Bar preferred;
- 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, communication, organizational 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: June 24, 2016	POST UNTIL: July 8, 2016	JVN: 015/016/093
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The NYC Comptroller's Office is an Equal Opportunity Employer