

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Claim Specialist Level II (Affirmative Claims Division)
Salary:	\$47,549 - \$54,681
Bureau/Division:	Law & Adjustment / Property Damage
Period:	February 13, 2017 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment (BLA) is responsible for investigating and adjusting claims filed against the City of New York. The Affirmative Claims Division seeks restitution from individuals, companies, and corporations that cause damage to City property.

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

- Investigate claims of damage to City owned-vehicles and property;
- Evaluate liability and claim damages;
- Correspond with insurance firms and negotiate settlement of the claim on behalf of the City;
- Maintain complete claim files in an organized manner—timely update with document submissions and memorialize all communications and actions taken on the claim;
- Adhere to the Affirmative Claims Procedure and follow stated timelines for handling all claims;
- Settle outcomes for the maximum recovery for the City; and
- Perform other related assignments and duties as directed.

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 at least four years of full-time satisfactory experience investigating and/or settling claims; 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” and “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.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Knowledgeable about New York State Vehicle and Traffic Laws;
 - Attention to detail and superior organization skills;
 - Ability to multi-task and manage multiple priorities;
 - Effective communication skills, both written and oral; and
 - Excellent interpersonal skills.
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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: February 13, 2017	POST UNTIL: Until Filled	JVN: 015/017/056
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The NYC Comptroller's Office is an Equal Opportunity Employer