

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Claim Specialist - Law Claims (Non -Tort)
Salary:	\$47,549 - \$54,681
Bureau/Division:	Law & Adjustment / Law Claims Division
Period:	December 22, 2016 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for investigating and adjusting claims filed against the City of New York. Among other claims, Law Claims Division investigates and 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 Assistant Chief for Law Claims Division, with latitude for independent judgment and initiative, responsibilities include, but are not limited to, the following:

- Reviewing and recommending claims for payment, settlement or disallowance;
 - Completing a full investigation of claims which includes reviewing agency reports, all supporting documentation and applicable legal standards;
 - Preparing written recommendations, memoranda and requests, as required;
 - Interacting with and recommending approval/disapproval of settlement recommendations made by the Department of Education and the Law Department;
 - Performing related assignments and special projects as required.
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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; 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 minimum of a four-year high school diploma or its educational equivalent.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATION REQUIREMENTS

- Strong negotiation and analytical skills preferred;
- 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).

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: December 22, 2016	POST UNTIL: Until Filled	JVN: 015/017/043
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The NYC Comptroller's Office is an Equal Opportunity Employer