

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Assistant Division Chief - Law Claims Division</b>
<b>Salary:</b>	<b>\$65,000 - \$75,000</b>
<b>Bureau/Division:</b>	<b>Law &amp; Adjustment</b>
<b>Period:</b>	<b>March 5, 2015 – 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 resolves claims generally of a non-tort nature including, but not limited to, affirmative, refund, salary, special education and claims and disputes arising from contracts. The Division works closely with the New York City Law Department and various agencies and departments on a variety of matters.

Under the direction of the Division Chief – Law Claims, responsibilities for the Assistant Division Chief include, but are not limited to, the following:

- Assist in managing the Division's functions to ensure compliance with procedures, statutes and laws;
- Recommend, design and implement new procedures for the effective and efficient resolution of Division processes;
- Review files submitted by staff for settlement or disallowance, including a complete review of investigative reports, agency reports and all other supporting documentation;
- Interact, within prescribed limits, to approve/disapprove recommendations made by the Law Department and other City agencies and Departments.
- Communicate effectively and professionally with the staff of elected officials, agency personnel, attorneys, the public, and others, as necessary; work closely with the Comptroller's engineering and auditing staff, the Bureau of Fiscal Services, the Central Imaging Facility, etc.;
- Prepare employee performance evaluations; report instances of employee misconduct/misbehavior, performance problems, disturbances and unusual occurrences and document as necessary;
- Performs related assignments and special projects as required.

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### MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) or more years of satisfactory experience investigating, adjusting and making disposition determinations on a variety of claims, 18 months of this experience must have been in an administrative, managerial or executive capacity or supervising staff performing the professional claims work described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in "1" above.

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Comprehensive knowledge of 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 experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of policies and procedures.
- Attention to detail, exceptional writing and verbal skills, and the ability to perform multiple tasks requiring prioritization.
- Excellent interpersonal, organizational skills (including Microsoft Office Suite proficiency) and ability to interact with all levels of management.

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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> March 5, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/015/044R
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**The NYC Comptroller's Office is an Equal Opportunity Employer**