

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Administrative Claims Examiner (Contract Settlement Representative, Law Division)
Salary:	\$75,000 - \$85,000
Bureau/Division:	Law & Adjustment / Law Division
Period:	July 23, 2018 - Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for adjusting claims for and against the City of New York. The Law Division investigates and resolves claims generally of a non-tort nature including, but not limited to, affirmative, refund, salary, special education and claims arising out of contract disputes. 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 Chief of the Law Division, with wide latitude for independent initiative and judgment, responsibilities of the Administrative Claim Examiner include, but are not limited to, the following:

- Investigating, evaluating, and negotiating settlement of various non-tort claims, including breach of contract claims related to complex municipal construction and public works contracts, illegal but equitable claims, and other high exposure, high profile and complicated claims;
- Monitoring, evaluating, negotiating, and approving settlements of various non-tort lawsuits, including claims related to municipal construction and public works projects, class action, labor and employment, special education and False Claim Act litigation, and other high exposure, high profile and complicated lawsuits;
- Participating in and conducting complex settlement negotiations;
- Reviewing and evaluating recommendations made by the Law Department and other City agencies and departments for the settlement of various non-tort lawsuits;
- Attending and representing the Comptroller's Office at settlement conferences in federal and state courts, when required;
- Drafting comprehensive and concise memoranda recommending settlement outside of delegated authority;
- Communicating effectively and professionally with agencies, contractors, attorneys, etc. for the purpose of investigating and resolving claims;
- Communicating effectively and professionally with the Comptroller's engineering and auditing staff, the Bureau of Accounting, the Central Imaging Facility, as well as the staff of other elected officials, among others; and,
- Performing related assignments and special projects, as may be required.

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. A satisfactory combination of education and/or experience equivalent to “2” above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Comprehensive knowledge of City Contracts;
- Strong negotiation skills and analytical skills with attention to detail;
- Exceptional analytical, organization, writing, and verbal communication skills and the ability to perform multiple tasks requiring prioritization with minimal supervision;
- Excellent interpersonal skills (including Microsoft Office Suite proficiency) and ability to interact with all levels of management.

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: July 23, 2018	POST UNTIL: Until Filled	JVN: 015/019/011
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The NYC Comptroller's Office is an Equal Opportunity Employer