

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

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| <b>Title:</b>           | <b>Administrative Claim Examiner – Law Division (Non -Tort)</b> |
| <b>Salary:</b>          | <b>\$70,000 - \$80,000</b>                                      |
| <b>Bureau/Division:</b> | <b>Law &amp; Adjustment / Law Division</b>                      |
| <b>Period:</b>          | <b>March 17, 2017 – Until Filled</b>                            |

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### 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 Deputy Director of Settlements & Adjudications, with wide latitude for independent initiative and judgment, responsibilities of the Administrative Claim Examiner include, but are not limited to, the following:

- Investigating various non-tort claims, including Contract Disputes submitted pursuant to the Contract/PPB Rules;
- Obtaining and reviewing agency reports, engineering reports, and audit reports, as required;
- Performing timely follow-ups of claim investigations and maintaining control over claim backlog;
- Preparing written claim recommendations for settlements or denials, as required;
- Attending settlement conferences;
- Drafting determination letters and releases, as required;
- 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 Fiscal Services, the Central Imaging Facility, as well as the staff of other elected officials, among others;
- Using available databases for the purpose of obtaining information relevant to the investigation of a claim; and,
- Performing 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 progressively responsible experience investigating, adjusting and making disposition determinations on a variety of non-tort type claims, 18 months of which must have been in an administrative, managerial or executive capacity or supervising staff performing the investigation and settlement of non-tort type claims or related work; **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 REQUIREMENTS

- A Juris Doctor (JD) degree from an accredited law school;
- Comprehensive knowledge of City Contracts and the PPB Rules strongly preferred;
- Strong negotiation skills and analytical skills with attention to detail;
- Excellent organizational skills and the ability to multi-task and manage multiple priorities with minimal supervision;
- Exceptional writing and verbal skills; and,
- Excellent interpersonal skills (including Microsoft Office Suite proficiency) and ability to interact with all levels of management expected.

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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.

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| <b>Posting Date:</b><br>March 17, 2017 | <b>Post Until:</b><br>Filled | <b>JVN</b><br>015/017/062 |
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**The NYC Comptroller's Office is an Equal Opportunity Employer**