

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Administrative Claim Examiner, No Fault Claims
Salary:	\$60,000 - \$70,000
Bureau/Division:	Law and Adjustment / No Fault Division
Period:	December 3, 2019 - Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for adjusting claims for and against the City of New York. The No-Fault Division evaluates, negotiates, and processes No-Fault claims for payment.

Under the direction of the Division Chief, with wide latitude for independent initiative and judgment, responsibilities of the position include, but are not limited to, the following:

- Manages individual No-Fault claims and reviews of investigation reports, Inter-Company Reimbursement Notification forms, medical reports, bills and ledgers, agency reports, and all other supporting documentation;
- Reviews documentation to determine eligibility for No-Fault benefits;
- Calculates and authorizes No-Fault payments based on bills and other documentation submitted;
- Processes payment of medical bills, lost wages, and additional reimbursements on 1st and 3rd Party No-Fault claims;
- Adheres to Arbitration Forums NY PIP and American Arbitration Association rules, state law, and prepares time sensitive answers;
- Represents the NYC Comptroller at No-Fault arbitrations;
- Negotiates No-Fault claims through the American Arbitration Association conciliation process;
- Works closely with the New York City Law Department to resolve No-Fault litigation; and,
- Performs related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) years or more years of progressively responsible full-time experience investigating and settling liability claims, eighteen (18) months of which must have been in an administrative, managerial or executive capacity or supervising a staff performing the investigation and settlement of liability claims or related work; or,
2. Education and/or experience equivalent to "1" above. However, all candidates must have the eighteen (18) months of experience in an administrative, managerial, executive or supervisory capacity as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Thorough knowledge of New York State No-Fault laws.
- Extensive experience evaluating and negotiating No-Fault matters for payment
- Proven knowledge about processing bills using the fee schedule.
- Demonstrated attention to detail and ability to meet deadlines.
- Established ability to perform multiple tasks and switch to high priority assignments when required.
- Excellent interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency) required.

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 3, 2019	POST UNTIL: Until Filled	JVN: 015/020/036
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The NYC Comptroller's Office is an Equal Opportunity Employer