

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Claims Examiner, Motor Vehicle Claims Division
Salary:	\$65,000 - \$75,000
Bureau/Division:	Bureau of Law & Adjustment
Period:	June 30, 2017 - Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment (BLA) is responsible for investigating and adjusting claims filed against the City of New York. The Motor Vehicle Division investigates and resolves pre-litigation claims involving City-owned motor vehicles. The Motor Vehicle Division consults with BLA's Litigation Unit, and works closely with the Office of the Corporation Counsel and other City agencies to resolve claims pre-litigation.

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

- Completes a full investigation of claims against the City, which includes obtaining and reviewing agency reports and medical records, analyzing liability and assessing damages, and preparing an objective evaluation of the claim;
- Maintains a complete claims file – prepares claim abstracts detailing the relevant information about the investigation and evaluation of liability and damages, documents any events or conversations in claim notes, and upload documents upon receipt;
- Uses available databases, media outlets, and other available sources to gather information relevant to the investigation of the claim;
- Offers sound, well-reasoned recommendations about whether a claim should be settled, disallowed, or litigated;
- When appropriate, negotiates and settles claims within delegated monetary authority level;
- Maintains control over claim backlog, timely follows-up on requests made to agencies, and closes out claims that are beyond the statutory time frame to bring a lawsuit;
- Recommends third-party actions or tenders insurance takeovers when appropriate;
- Communicates effectively and professionally with City agency employees, *pro se* claimants, attorneys, and insurance carriers when investigating a claim or negotiating a settlement;
- Works collaboratively with Comptroller's Office staff, including the Bureau of Fiscal Services and the Central Imaging Facility; and,
- Performs related assignments and special projects as may be required, which may include field work.

MINIMUM QUALIFICATION REQUIREMENTS

- A baccalaureate degree from an accredited college and four (4) years of progressively responsible experience investigating and settling liability claims, eighteen (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
 - 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.
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PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Demonstrated superior analytical skills;
 - Strong negotiation skills strongly preferred;
 - Knowledge of New York State Vehicle & Traffic and No-Fault Laws, and personal injury or motor vehicle tort claims is a plus;
 - Basic understanding of the process/relationship between the Comptroller’s office and the Law Department with respect to lawsuits;
 - Ability to multi-task and manage multiple priorities, including the handling of a large case load with minimal supervision; and,
 - Excellent organizational skills, and the ability to communicate effectively orally and in writing (includes Microsoft Office Suite proficiency) with all claimants and agency personnel.
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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: June 30, 2017	POST UNTIL: Filled	JVN: 015/017/089
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The NYC Comptroller’s Office is an Equal Opportunity Employer