

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Administrative Claims Examiner, School Claims Division
Salary:	\$65,000 - \$75,000
Bureau/Division:	Bureau of Law & Adjustment
Period:	February 14, 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 School Claims Division investigates and resolves pre-litigation claims involving the Department of Education, Department of Parks and Recreation, City-owned buildings and property, health facilities, and uniformed employees, among others. The School Claims 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, School Claims, with latitude for independent analysis, judgment and initiative, the duties and responsibilities for the Administrative Claims Examiner, School Claims position include, but are not limited to, the following:

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

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four 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
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.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Clearly demonstrated strong analytical and negotiation skills;
- Excellent organizational skills and ability to multi-task and manage multiple priorities;
- Effective communication skills, both written and oral; and
- Excellent interpersonal skills.

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: February 14, 2017	Post Until: Filled	JVN 015/017/058
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The NYC Comptroller's Office is an Equal Opportunity Employer