

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Administrative Claims Examiner, Correction Claims Division
Salary:	\$65,000 - \$75,000
Bureau/Division:	Bureau of Law & Adjustment
Period:	July 17, 2018 - 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 Correction Division investigates and resolves pre-litigation claims involving the Department of Correction. The Correction Division consults with BLA's Litigation Unit, and works closely with the Office of the Corporation Counsel and the Department of Correction to resolve claims pre-litigation.

Under the direction of the Division Chief, Correction Claims, with latitude for independent analysis, judgment and initiative, the Administrative Claims Examiner responsibilities 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 assessing damages, and preparing an objective, concise, and accurate evaluation of the claim;
- Maintain accurate and complete claim files – 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 sources 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;
- Investigate, identify, and report fraudulent claims, utilize statistical data to identify claims that pose potential risks, and provide risk management recommendations to the Division Chief;
- 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;
- Communicate effectively and professionally with City agency employees, *pro se* claimants, and attorneys, when investigating a claim or negotiating a settlement;
- Work collaboratively with Comptroller's Office staff, including supervising and providing guidance to claims examiners, delegating settlement authority, and performing other managerial duties in the absence of the Division Chief; and,
- Perform related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A 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**
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

- Superior analytical skills;
- Strong negotiation skills;
- Excellent organizational skills and ability to multi-task and manage multiple priorities, including the handling of a large case load with minimal supervision;
- Effective communication skills, both written and oral; excellent interpersonal skills; and
- Knowledge of Department of Correction rules and regulations.

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 17, 2018	POST UNTIL: Until Filled	JVN 015/019/004
---------------------------------------	------------------------------------	---------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer