

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Administrative Claims Examiner, No Fault Claims
Salary:	\$60,000 - \$70,000
Bureau/Division:	Bureau of Law & Adjustment / No Fault Division
Period:	July 17, 2018 - 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 files, including conducting a complete review of investigation reports, Inter-Company Reimbursement Notification forms and packages including medical reports, bills and ledgers, agency reports, and all other supporting documentation;
- Manages the No-fault review and payment process; recommends, develops and implements improved procedures to streamline No-fault processes;
- Assures that files are complete so that a disposition determination can be made efficiently;
- Evaluates No-fault files, including medical bills and employment information to determine the appropriate benefit reimbursement, possible liability or denying, settling or preparing defenses for arbitration (PIP Subro);
- Files as an applicant for reimbursement pursuing recovery as mandated through Arbitration Forms, Inc., where appropriate;
- Adheres to AF NY PIP forum rules and state law by preparing time sensitive answers as required including assertion of deferment requests, affirmative defenses, and damage disputes;
- Calculates and authorizes No-fault payments based on bills and other documentation submitted;
- Works closely with the New York City Law Department to settle No-fault litigation;
- Represents the City Comptroller at No-fault arbitrations;
- Negotiates No-fault claims through the American Arbitration Association conciliation process; and,
- Performs related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and four (4) or more years of satisfactory full-time experience investigating, processing payments and settling No-fault claims, at least eighteen (18) months of this experience must have been in an administrative, managerial, executive or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas mentioned above or in a closely related area; **or**
 2. Education and/or experience equivalent to "1" above. However, all candidates must have the eighteen (18) months of experience in administrative, managerial, executive or supervisory capacity as described above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Ideal candidate will have a thorough knowledge of New York State No-fault laws and will have extensive experience evaluating and negotiating No-fault matters for payment, and display knowledge of processing bills using the No-fault fee schedule;
 - Attention to detail, meeting deadlines and the ability to perform multiple tasks and switch to high priority assignments when required is expected; and,
 - Excellent interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency) required.
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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: July 17, 2018	POST UNTIL: Until Filled	JVN 015/019/005
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The NYC Comptroller's Office is an Equal Opportunity Employer