

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Claim Specialist, Level II - Property Damage
Salary:	\$49,591 - \$57,030
Bureau/Division:	Law & Adjustment / Property Damage Division
Period:	February 5, 2019 - Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for investigating and adjusting claims filed for and against the City of New York. The Property Damage Division investigates and resolves pre-litigation tort claims including, but not limited to, automobile accidents, defective roadway/sidewalk, water main breaks, sewer overflows, and damage by City personnel. The Division works closely with the New York City Law Department and various agencies and departments on a variety of matters.

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

- Completing a full investigation of property damage claims against the City of New York, which includes obtaining and reviewing agency reports, analyzing liability and damages, and preparing an objective evaluation of the claim;
- Preparing a claim abstract detailing the relevant information pertaining to the investigation and evaluation of damages;
- Making sound recommendations as to the settlement or disallowance of assigned claims, and negotiating and settling claims within authorized monetary level;
- Searching databases, media outlets or using other available sources to investigate and obtain information relevant to the claim;
- Maintaining control over claim backlog, following-up with requests to agencies, and closing out claims that are beyond the statutory time frame to begin an action;
- When appropriate, preparing liens or recommending suits against third parties;
- Communicating effectively and professionally with all City agencies, *pro se* claimants, attorneys, and insurance carriers for the purpose of investigating, negotiating or settling claims;
- Working collaboratively with the Comptroller's engineering and auditing staff, the Bureau of Fiscal Services, the Central Imaging Facility, the motor vehicle damage appraisal contractor, among others; and,
- Performing related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college; or
2. An associate degree or 60 semester credits from an accredited college and two years of full-time satisfactory experience investigating and/or settling claims for personal injury or property damage or loss; or
3. A four-year high school diploma or its educational equivalent and at least four years of full-time satisfactory experience investigating and/or settling claims; or
4. A satisfactory combination of education and/or experience equivalent to “1”, “2” or “3” above. College education may be substituted for experience as described in “2” and “3” above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Candidate should have proven strong negotiation skills.
- Candidate should have strong organizational skills, and the ability to multi-task and manage multiple priorities.
- Candidate should possess the ability to communicate effectively both orally and in writing (including Microsoft Office Suite proficiency).
- Excellent interpersonal, communication, and strong analytical 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 5, 2019	POST UNTIL: Until Filled	JVN: 015/019/059
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The NYC Comptroller’s Office is an Equal Opportunity Employer