

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Claims Specialist, Level II, Premises Liability Claims Division |
| Salary: | \$49,591 - \$60,000 |
| Bureau/Division: | Bureau of Law & Adjustment |
| Period: | December 28, 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 Premises Liability Claims Division investigates and resolves personal injury pre-litigation claims involving the Department of Education, Department of Parks and Recreation, City-owned buildings and property, health facilities, and uniformed employees. The Premises Liability 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, Premises Liability Claims, with latitude for independent analysis, judgment, and initiative, the duties and responsibilities for the Claims Specialist, Level II, Premises Liability Claims position include, but are not limited to, the following:

- Complete a full investigation of personal injury 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 or present claims to Division Chief to request increased settlement authority;
- Maintain control over claim backlog, timely follow-up on requests made to City 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.

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 four years of full-time satisfactory experience investigating and/or settling claims for personal injury or property damage or loss; 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" or "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

- 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.

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| Posting Date: December 28, 2018 | Post Until: Filled | JVN 015/019/050 |
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The NYC Comptroller's Office is an Equal Opportunity Employer