

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Claims Manager – Law Claims (Non-Tort)
Salary:	\$58,700 - \$65,000
Bureau/Division:	Law & Adjustment / Law Claims
Period:	September 15, 2020 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for investigating and adjusting claims filed against and on behalf of the City of New York. The Law Claims Division investigates and, where meritorious, resolves claims for reimbursement of Special Education costs and attorneys' fees and costs where it is alleged that the City failed to provide a free and appropriate public education under the Individuals with Disabilities Education Act. The Law Division works closely with the New York City Department of Education and the New York City Law Department.

Under the direction of the Assistant Division Chief, Law Division with wide latitude for independent initiative and judgment, the Claims Manager's responsibilities include, but are not limited to, the following:

- Managing individual Special Education-related claim files, including completing a full investigation of claims, which includes reviewing agency reports, all supporting documentation, and applicable legal standards;
- Managing and directing the activities of claim specialists with respect to obtaining necessary agency reports and other documents on special education claim files;
- Reviewing claim settlement recommendations made by the Department of Education and the Law Department and determining whether they should be approved/disapproved for payment or settlement;
- Meeting with the Assistant Division Chief, Law Division to review individual claims and, when necessary, obtain additional authority above delegated settlement authority;
- Preparing written recommendations, memoranda, and requests, as required; and,
- Performing related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four years of full-time experience investigating and settling liability claims, 18 months of which must have been in an administrative, managerial or executive capacity or supervising a 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 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Candidate must have proven strong negotiation and analytical skills;
- Candidates must demonstrate attention to detail, exceptional writing and verbal skills, and the ability to perform multiple tasks requiring prioritization; and
- Candidates must demonstrate excellent interpersonal and organizational skills (including Microsoft Office Suite proficiency).

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: September 15, 2020	POST UNTIL: Until Filled	JVN: 015/020/042R
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The NYC Comptroller's Office is an Equal Opportunity Employer