

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, Correction Claims
Salary:	\$85,000 - \$95,000
Bureau/Division:	Bureau of Law & Adjustment
Period:	May 4, 2018 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment (BLA) is responsible for investigating and adjusting claims filed on behalf of and against the City of New York. The Correction Claims Division investigates and resolves claims in the pre-litigation stage involving the Department of Correction (DOC) and consults with BLA's Litigation Unit and the New York City Law Department to resolve such claims.

Under the direction of the Director of Litigation, with wide latitude for independent initiative and judgment, the duties of the Division Chief, Correction Claims will include, but are not limited to:

- Managing the Division's functions to ensure compliance with Bureau procedures, as well as state, federal, and local laws;
- Supervising professional claims staff engaged in investigation and evaluation of liability and damages in attorney and pro-se pre-litigation DOC claims; recommending, creating and implementing appropriate modifications to policies and procedures;
- Notifying the New York City Law Department on high profile claims for potential handling;
- Managing the overall claim distribution to employees and monitoring employee work product to ensure that all claims are handled appropriately and in a timely manner;
- Liaising with DOC;
- Communicating effectively and professionally with all levels of management, agency personnel, government officials, attorneys, the public, and others, as necessary; and,
- Performing other related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree from an accredited college and four (4) or more years of progressively responsible experience investigating, adjusting, litigating and/or settling liability claims. Eighteen (18) months of this experience must have been in an administrative, managerial, or supervisory capacity. Supervision must include supervising professional employees investigating and adjusting claims; **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, or supervisory capacity as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A law degree and subsequent admission to the New York State Bar;
- Strong negotiation and management skills;
- Comprehensive knowledge of tort claims, including investigation, liability analysis, adjustment, and disposition of claims;
- Basic understanding of the process/relationship between the Comptroller's Office and the Law Department with respect to claims asserted against the City;
- Demonstrated ability to interact professionally and effectively with all levels of management, government officials, attorneys, and the public;
- Experience recommending, and creating appropriate modifications to policies and procedures;
- Exceptional writing and verbal skills, attention to detail, and the ability to perform multiple tasks requiring prioritization;
- Experience preparing clear, concise, and accurate analytical reports; excellent interpersonal, organizational, communication 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: May 4, 2018	POST UNTIL: Until Filled	JVN: 015/018/078
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The NYC Comptroller's Office is an Equal Opportunity Employer