

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, Law Division
Salary:	\$100,000 - \$110,000
Bureau/Division:	Law & Adjustment
Period:	April 27, 2018 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for adjusting claims for and against the City of New York. The Law Division investigates and resolves claims generally of a non-tort nature including, but not limited to, affirmative, refund, salary, special education and claims and disputes arising out of contract. 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 Director of Settlements & Adjudications, with wide latitude for independent initiative and judgment, responsibilities of the Division Chief of the Law Division include, but are not limited to, the following:

- Serves as the head of the Division and manages its functions to ensure compliance with procedures, statutes and laws; supervises professional staff engaged in investigation, adjustment and making dispositions on complex claims;
- Manages the contract dispute resolution process, as provided for by Procurement Policy Board Rules, on behalf of the Office of the Comptroller, including attendance at and participation in dispute resolution settlement conferences and drafting of Office of the Comptroller's determination letters;
- Monitors, evaluates, negotiates, and approves settlements of high exposure, high profile and complicated lawsuits against the City of New York, including claims related to municipal construction and public works projects;
- Participates in and conducts complex settlement negotiations;
- Recommends, designs and implements new procedures for the effective and efficient resolution of Division processes;
- Reviews files submitted by staff for settlement or disallowance, including a complete review of investigative reports, agency reports and all other supporting documentation;
- Approves/disapproves recommendations made by the Law Department and other City agencies and Departments for the settlement of various non-tort lawsuits;
- Communicates effectively and professionally with the staff of elected officials, agency personnel, attorneys, the public, and others, as necessary; work closely with the Comptroller's engineering and auditing staff, the Bureau of Fiscal Services, the Central Imaging Facility, etc.; and,
- Performs related assignments and special projects as may be required, including processing of Contract Final Extensions of Time.

MINIMUM QUALIFICATION REQUIREMENTS

Admission to the New York State Bar; and five (5) or more years of progressively responsible relevant legal experience subsequent to admission to any bar, eighteen months of which must be in the supervision of other attorneys, investigators, or paralegal teams in an administrative, litigation management, or other managerial or executive capacity, or performing highly complex and significant legal work, including in the nature of what is listed in the bulleted list of the above job description.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Comprehensive knowledge of City Contracts and the PPB Rules is expected;
 - Strong negotiation and analytical skills;
 - Experience in preparing clear, concise, and accurate analytical reports, including recommendations for review, creation, and modification of policies and procedures;
 - Ability to work effectively in a fast-paced environment while managing multiple priorities;
 - Demonstrated ability managing and inspiring a diverse group of claim professionals and support staff;
 - Attention to detail, exceptional writing and verbal skills, and the ability to perform multiple tasks requiring prioritization are required;
 - Excellent interpersonal, communication, analytical and organizational skills.
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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: April 27, 2018	POST UNTIL: Until Filled	JVN: 015/018/073
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The NYC Comptroller's Office is an Equal Opportunity Employer