

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Counsel - Settlements & Adjudications Unit
Salary:	\$85,000 - \$95,000
Bureau/Division:	Law & Adjustment / Settlements & Adjudications Unit
Period:	November 8, 2018 - Until filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for adjusting claims for and against the City of New York. The Settlement & Adjudications Unit investigates and resolves claims for and against the City of New York including, breach of contract, affirmative, refund, salary, special education, real property and property damage claims. The unit 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 Senior Counsel include, but are not limited to, the following:

- Advising and counseling the unit on a wide variety of legal matters, including contract interpretation and administration, real property issues, and labor and employment law.
- Investigating, evaluating, and negotiating claims, including breach of contract claims related to complex construction projects and other high exposure, and high profile claims;
- Monitoring, evaluating, negotiating, and approving settlements of lawsuits, including those related to construction projects, class actions, labor and employment, special education, and other high exposure, high profile and complex lawsuits;
- Attending and representing the Comptroller's Office at settlement conferences in federal and state courts, when required;
- Drafting comprehensive and concise memoranda recommending settlement outside of delegated authority;
- Communicating effectively and professionally with claimants, agencies, attorneys, etc. for the purpose of investigating and resolving claims;
- Communicating effectively and professionally with the Comptroller's engineering and auditing staff, the Bureau of Accounting, the Central Imaging Facility, as well as the staff of other elected officials, among others;
- Performing related assignments and special projects, as required.

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 (18) 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 REQUIREMENTS

- Comprehensive knowledge of City Contracts and the PPB Rules.
 - Strong negotiation skills and analytical skills with attention to details.
 - Ability to work effectively in a fast-paced environment while managing multiple priorities.
 - Excellent interpersonal skills and ability to interact with all levels of management.
 - Exceptional analytical, organizational, writing, and verbal communication skills and the ability to perform multiple tasks requiring prioritization with minimal supervision.
-

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: November 8, 2018	POST UNTIL: Until Filled	JVN: 015/019/037
--	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer