

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Senior Court Representative, Litigation Division</b>
<b>Salary:</b>	<b>\$85,000 - \$95,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Law &amp; Adjustment</b>
<b>Period:</b>	<b>August 22, 2018 – Until Filled</b>

### **JOB DESCRIPTION**

The Bureau of Law & Adjustment (BLA) settles and adjusts claims filed against and on behalf of the City of New York. After BLA investigates the claim, the Comptroller's Office may extend an offer to settle the claim prior to litigation. Should an action be commenced, BLA approves or denies all requests for settlement from Corporation Counsel, Department of Education, and New York City Health + Hospitals.

Reporting directly to the Director of Litigation and under the general guidance of the Deputy Director of Litigation, duties for the Senior Court Representative position include, but are not limited to, the following:

- Distribution and oversight of pre-litigation police claims, including supervising assigned Court Representatives and Claim Examiners.
- Evaluation, negotiation, and settlement of pre-litigation claims and pending litigation on behalf of the City of New York and its agencies.
- Drafting memoranda on pre-litigation claims and pending litigation to request settlement authority beyond delegated settlement authority.
- Researching and drafting memoranda regarding policy and future fiscal implications where a pending case may result in change of law.
- Supporting the Director of Litigation and Deputy Director of Litigation with respect to managing staff assignments and day to day operations of the Litigation Division.
- Appearing in all state and federal courts in New York City on high exposure cases as necessary.
- Performing other related assignments as directed.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Admission to the New York State Bar and four (4) or more years of progressively responsible experience performing highly complex and significant legal work subsequent to admission to any bar; 18 months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity.

Incumbents must remain members of the New York State Bar in good standing during the duration of this employment; **or**

2. Baccalaureate degree from an accredited college and six (6) or more years of progressively responsible experience investigating and settling liability claims, 18 months of which must have been in an administrative, managerial or executive capacity or supervising staff performing the investigation and settlement of liability claims or related work; **or**
  3. Education and/or experience equivalent to “2” above.
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#### **PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS**

- Extensive litigation experience, preferably defense work in the areas of torts, civil rights, medical malpractice, or employment litigation;
  - Clearly demonstrated strong management and supervisory experience and mentoring skills;
  - Demonstrated writing skills, including previous experience drafting briefs and memoranda analyzing legal and factual elements of causes of action and claims;
  - Exception verbal skills, attention to detail, and the ability to perform multiple tasks that require prioritization;
  - Solid analytical and negotiation skills;
  - Excellent interpersonal and organization skills, with demonstrated ability to interact professionally and effectively with all levels of management, government officials, attorneys, and the public; and,
  - Fundamental understanding of the relationship between the Comptroller’s Office and City Agencies with respect to claims and lawsuits.
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**TO APPLY, GO TO:** Employment Opportunities at: [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> August 22, 2018	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/019/019
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**The NYC Comptroller’s Office is an Equal Opportunity Employer**