



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

| | |
|---|---|
| CIVIL SERVICE TITLE Clerical Associate, L-IV | Title Code # 10251 |
| OFFICE TITLE Clerical Associate, L-IV | SALARY \$36,166-Minimum salary for full-time employees with less than 2 years of City Service \$41,591-Minimum salary for full-time employees with more than 2 years of City Service |
| BUREAU/DIVISION/UNIT Fire Workers' Compensation Unit in the Bureau of Health Services | LOCATION 9 MetroTech Center, Brooklyn, New York |

JOB DESCRIPTION

Process Workers' Compensation claims for Fire personnel injured in the Line of Duty using the automated Workers' Compensation Claims System ('WCCS'). Ensure that all line details of the claim(s) are accurately entered; ensure that any adjustments comply with the NYS Workers' Compensation Fee Schedule. Handle all inquiries on claim statuses by providers for FDNY Line of Duty claims. Advise provider(s) of claim status and of any issues that delay payments. Educate provider on how to use our web portal, www.claimconnect.us for speedier on-line processing. Handle all telephone and 'walk-in' inquiries by Firefighters and Fire Officers with regard to claims. Investigate inquiries by Fire personnel with regard to claim and LODI status. Advise personnel of claim status and any issues that may hamper payment.

QUALIFICATION REQUIREMENTS:

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

PREFERRED SKILLS:

Experience in occupational healthcare.
Strong organizational skills.
Strong computer, verbal and written skills needed.
Experience in an automated healthcare environment preferred. Familiarization with ICD-9, CPT codes, and procedure codes are preferred.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. Please note that only candidates considered for an interview will be contacted.

TO APPLY:

This position is open to applicants who took Exam # 3016 OC, or those who are already permanent in the Clerical Associate title. Please indicate in your cover letter whether you have taken any of these exams or are already permanent in the Clerical Associate title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 200483.

DATED: October 22, 2015 ***POST UNTIL*:** November 5, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.