

LAND AND CLAIMS ADJUSTER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for conducting investigations and securing information for use in settling claims against the County arising from the acquisition of property and from other construction or maintenance activities of the Public Works Department. Duties will include responsibility for researching and carrying out negotiations leading to settlement of claims and the acquisition of real property for municipal purposes. Special investigations and studies will be performed from time to time. Work is performed under general supervision of the Commissioner of Public Works, or the Commissioner's designee, in accordance with established methods or accepted procedures.

TYPICAL WORK ACTIVITIES:

Works on special studies and/or reports that are identified by the Commissioner of Public Works;

Processes information requests;

Performs responsible work in all phases of the acquisition of real property for the County through negotiations or by condemnations;

Conducts research, field examinations, issues permits, and inspects real property and improvements thereon;

Prepares appraisals of the value of property being acquired including damages caused to any remaining property arising out of such acquisitions;

Investigates all sources of information as to value of real property as disclosed by sales and exchanges;

Conducts investigations to identify property owners, confirm property lines, and to develop such other information as from time to time may be required by the County Attorney or other offices for the purpose of proving ownership of real estate titles and interest therein;

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Contacts owners, parties of interest, heirs, and next of kin of deceased owners as required in various matters;

Negotiates settlement of claims and adjustment of property acquisition claims;

Prepares special studies and reports involving claims for damage arising out of torts, contracts, and the exercise of the right of eminent domain;

Performs research concerning real property transactions including land surveys, title insurance, abstracts of title, deeds, tax maps, mortgages, lis pendens, and other documents;

Instructs and supervises subordinate employees in office routines and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, and methods of real property valuation and acquisition and of estimating property damage and moving costs; good knowledge of real property terminology, documents, and forms; working knowledge of municipal offices and filing pertaining to public documents; ability to read and understand laws, rules, regulations, and case law relating to property acquisition and rights of way; ability to interpret real property descriptions, property conveyances documents, and to locate real property as described in descriptions; ability to read and interpret maps, plans, and rough sketches pertaining to land acquisition and right-of-way; ability to express oneself clearly and concisely, both orally and in writing; ability to keep records and to prepare reports; ability to deal effectively with the public; a high degree of accuracy, initiative, and resourcefulness, tact, and courtesy; and integrity.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in claims investigation, claims settlement, or real estate experience, one year of which shall have been in a supervisory capacity; or
- (B) Six years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 4/21/2025 (Edu)