



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 727921

Office Title: Restitution Coordinator

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$62,868 - \$97,593

Number of Positions: 1

Work Location: Arsenal, Manhattan

NYC Parks is the steward of over 30,000 acres of land – 14 percent of New York City – including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses and 14 miles of beaches.

The Office of the General Counsel at NYC Parks is offering an exciting opportunity for a detail-oriented, organized individual to work with Parks attorneys and Foresters to manage the Agency's Tree Damage Restitution program as well as encroachments.

Major Responsibilities

- Under direction from the General Counsel's Office, working as a Restitution Coordinator, with latitude for independent initiative and judgment, handle cases involving damage to Parks property including, but not limited to, trees, historic sites and monuments.
- Conduct research and draft correspondence to secure reimbursement for damages.
- Perform due diligence to ensure complete and accurate evidence collection in all restitution cases.
- Assist attorneys with drafting legal documents including, but not limited to, Planting Stipulations, Payment Plans and Settlement papers.
- Justify settlement proposals for approval by the NYC Comptroller's Office.
- Act as liaison between Parks Department, contractors, the public, and City/State agencies to resolve legal conflicts related to property damage restitution and encroachments.
- Attend site visits related to cases.
- Coordinate with the NYC Law Department and outside attorneys to ensure proper representation at hearings and inquests.
- Maintain case files, databases, and internal spreadsheets; handle confidential legal documentation.
- Prepare reports, briefing memoranda and other related documents for the General Counsel, Deputy General Counsel and General Counsel's Chief of Staff.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Bachelor's degree. Coursework in Legal Studies, Public Policy or related field is a plus.
2. Proficient in Microsoft Word, Excel and PowerPoint.
3. Excellent communication and organizational skills.
4. Strong customer service skills, attention to detail and ability to multitask.
5. Ability to handle confidential matters.
6. Strong computer and database skills.

How to Apply

All Applicants:

Click Here to Apply: [Restitution Coordinator](#) OR

Go to cityjobs.nyc.gov **and search for Job ID# 727921.**

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN on your cover letter and resume.**

POST DATE: 08/22/2025

POST UNTIL: 09/08/2025

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.