

**The City of New York  
Office of Administrative Trials and Hearings  
Job Vacancy Notice**

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> 01
<b>Title Code No:</b> 30087	<b>Salary:</b> \$53,181.00 - \$61,158.00
<b>Office Title:</b> Law Clerk	<b>Work location:</b> 40 Rector Street - 6th Fl, NY 10006
<b>Division/Work Unit:</b> Office of Administrative Trials & Hearings	<b>Number of Positions:</b> 1

**Hours/Shift:** Day

**Job Description**

Under supervision of the Senior Law Clerk, performs legal research and prepares memos of law. Assists the Administrative Law Judges in the preparation of decisions and based upon the hearing record and evidence, applying relevant statutes, case law and precedent. The candidate will perform legal research on case-related subjects for the Administrative Law Judges; prepare summaries of hearing records, memoranda of law and drafts decisions and reports for the judges; researches federal, state and local laws and agency rules and regulations; prepare analyses of newly adopted or proposed laws and rules which may affect matters adjudicated at OATH; assists in maintaining a computerized on-line legal research database; schedule and conducts telephone conference calls between the adversarial attorneys.

**Qualification Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**Note:**

In addition to meeting the minimum Qualification Requirements:

To be assigned to AL II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

**New York City residency required within 90 days of appointment.**

**Essential Skills**

**To Apply:**

TO APPLY, PLEASE EMAIL YOUR COVER LETTER, WRITING SAMPLE & RESUME TO: [hrjobs@dcas.nyc.gov](mailto:hrjobs@dcas.nyc.gov)  
**The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006018.** Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter, Writing Sample and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter, resume and Writing Sample along with salary history to:

Ms. Karen Livingston, Director of Human Resources  
Office of Administrative Trials & Hearings  
40 Rector Street, 6th floor  
New York, NY 10006

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**For more information about OATH/ECB, visit us at: [www.nyc.gov/oath](http://www.nyc.gov/oath)**

**Post Date:** 08/21/2009

**Post Until:** 11/21/2009

**JVN:** 868-2010-006018

**The City of New York and OATH are Equal Opportunity Employers.**