THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE

Job Description

The City of New York’s Office of Administrative Trials and Hearings (“OATH”) is a rapidly expanding and fast-paced tribunal that conducts administrative hearings for a wide range of City agencies, boards and commissions. OATH seeks to hire one (1) Community Associate to work in the Operations Unit of its Hearings Division. The Community Associate will be responsible for ensuring the timely processing of all requests for rescheduling of hearings.

Responsibilities include but are not limited to:
• Oversee the handling of mail, including distribution to various units within the Hearing Division;
• Review written requests from respondents and ensure timely and appropriate responses;
• Prepare draft responses to correspondence when existing form letters do not fully address all the issues raised;
• Ensure that decisions are mailed to respondents and petitioner according to established protocols;
• Assist clerks handling mail in difficult correspondence;
• Assist in all aspects of processing cases efficiently;
• Serve decisions on respondents and petitioner;
• Supervise and assign work.

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties as described above; or

2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

The ideal candidate should be hard-working, ambitious, and excited by the opportunity to work in a complex environment undergoing a period of rapid organizational growth and institutional change. In addition to meeting the minimum Qualification Requirements, the candidate should possess outstanding interpersonal and communication skills; strong writing and organizational skills; and proficiency with Microsoft Office programs such as Excel, Word, Outlook, Access and PowerPoint.

To Apply:

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply online via NYC Careers on the NYC.gov website (http://www.nyc.gov/html/careers/html/home/home.shtml). No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

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OATH and the City of New York are Equal Opportunity Employers