

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

<b>Civil Service Title: Clerical Associate</b>	<b>Level: III</b>	<b>Title Code: 10251</b>
<b>Office Title: Clerical Associate</b>	<b>Salary: \$32,888 - \$40,000</b>	
<b>Division: Clerk's Office</b>		
<b>Unit: Revenue and Collects Unit</b>	<b>Number of Positions: 1</b>	
<b>Work Location: Various locations within the five boroughs</b>	<b>Hours/Shift: Day shift - 35 hrs / week</b>	

**JOB DESCRIPTION**

The City of New York's Office of Administrative Trials & Hearings (OATH) is a rapidly expanding and fast-paced tribunal that conducts administrative hearing for a wide range of City agencies, boards and commissions. OATH's Clerk's Office seeks to hire one Clerical Associate to work in the Clerk's Office. The Clerical Associates will assist agency staff with the timely processing and collections of fines and fees.

Duties include but are not limited to:

- Answer customer questions regarding account status, acceptable forms of payment and other related issues
- Prepare and generate letters for late fees and other past due accounts
- Process checks, money orders, credit and debit card payments received from respondents at the Cashier Windows.
- Enter update fines and fees into automated system
- Reconcile over the counter payments received daily.
- Record and reconcile daily lockbox receipts
- Assisting in all aspects of processing cases efficiently.
- Perform other related clerical duties.

**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.

**Special Note:**

***Only candidates who are currently serving as a permanent Clerical Associate should apply.***

**Preferred Skills**

- Strong, verbal, writing and verbal communication skills
- Ability to work independently
- Strong knowledge of Office programs such as Word, Excel and Access.

**To Apply:**

Applicant must be a 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 call, 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](http://www.nyc.gov/oath)

**Post Date: 7/28/16**

**Post Until: Filled**

**JVN: 820-2016-000001 repost**

**OATH and the City of New York are Equal Opportunity Employers**