

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

<b>Civil Service Title: Community Associate</b>	<b>Level:</b>	<b>Title Code: 56057</b>
<b>Office Title: Facilities &amp; Security Coordinator</b>	<b>Salary: \$34,644 - \$43,000 (Annually)</b>	
<b>Bureau: Office of Administrative Trials &amp; Hearings</b>		
<b>Division: Agency Operations/Administration</b>	<b>Number of Positions: 2</b>	
<b>Work Location: Various Citywide Locations</b>	<b>Hours/Shift: Day shift - 35 hrs/week minimum</b>	

**JOB DESCRIPTION**

The City of New York's Office of Administrative Trials and Hearings (OATH) is a fast-paced organization committed to providing fair and timely administrative hearings to all New Yorkers. Its four divisions – the Environmental Control Board, Health Hearings Division, Taxi and Vehicle for Hire Hearings Division and OATH Trials – serves as a neutral forum for adjudicating a wide variety of cases affecting health, safety and quality of life. As the nation's largest municipal administrative court, it handles approximately 400,000 hearings each year throughout the five boroughs.

OATH is seeking an ambitious, energetic and experienced individual who enjoys growth opportunities afforded by OATH's ongoing commitment to positive institutional change and fostering professionalism to serve as Facilities & Securities Coordinators. He or she should relish the wide range of operational challenges presented in a period of rapid organizational growth and institutional change.

The candidate will perform duties under the general supervision of the Facilities & Security Manager. The duties will include, but are not limited to:

- Serving as a liaison with the borough office and central office by overseeing the facility on a day-to-day basis to ensure that the physical space is orderly, well maintained and secure;
- Ensuring a safe, clean, modern and professional customer friendly environment;
- Identify and report repair needs and incidents; coordinate repair work with the central office, property managers and vendors;
- Assisting with reports and special projects;
- Assist with physically relocating equipment, records and moves;
- Schedule, support, monitor, track and approve vendor service activities.

**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:**

- Strong organization and communication skills;
- Proficiency in Excel and Word;
- Must be detail-oriented, accurate, and possess good interpretive skills;
- Must be responsive; possess effective people skills; and have the ability to work with employees at all levels.
- Prior supervisory experience preferred
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

**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](http://www.nyc.gov/oath)

<b>Post Date: 3/2/16</b>	<b>Post: Until Filled</b>	<b>JVN: 820-2016-000012</b>
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OATH and the City of New York are Equal Opportunity Employers