

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

Civil Service Title: Agency Attorney Interne	Level:	Title Code: 30086
Office Title: Richard C. Failla OATH Law Clerk Fellowship	Salary: \$ 57,000 annual (paid hourly @ \$32.57/hr)	
Bureau: Trials Division		
Work Location: 100 Church Street, New York, NY 10007	Number of Positions: 2	
	Hours/Shift: 35 hours/week	

JOB DESCRIPTION

The City of New York’s Office of Administrative Trials & Hearings (“OATH”) provides a neutral forum for conducting fair and timely administrative trials and hearings for a wide range of City agencies, boards and commissions. OATH is comprised of the Hearings Division which conducts high volume hearings for City agencies involved in rules enforcement, and the Trials Division, which adjudicates a diverse range of cases, including civil service disciplinary cases, human rights and discrimination cases, vehicle seizure cases, license revocation cases, and complex contractual disputes.

OATH is currently offering two one-year fellowships for recent law school graduates beginning Fall 2015 and ending Fall 2016. Fellows will work primarily as law clerks to the Administrative Law Judges at the OATH Trials Division. The Richard C. Failla Fellowship is named in honor of OATH’s first Chief Administrative Law Judge. Judge Failla was appointed as OATH’s first Chief Judge in 1978 and established the standards which continue to guide OATH to the present day commitment to professionalism, fairness and equality. Judge Failla subsequently was appointed to New York City Criminal Court and was elected in 1988 as a Justice, Supreme Court of the State of New York.

Working in collegial and supportive environment, fellows will be able to develop their drafting, research, communication, and analytical skills. Typical assignments include: preparing summaries of trial records; drafting decisions based upon trial records and relevant laws; researching and drafting memoranda of law; preparing analyses of newly adopted or proposed laws and rules which may affect matters adjudicated at OATH; scheduling and conducting conference calls between adversarial attorneys; writing proposed rules; participating in policy discussions; providing support for the training of administrative law judges; and assisting in defending challenges to OATH decisions in state and federal court. Failla Fellows will also work closely with the Administrative Judicial Institute at OATH.

*****Special Note: These positions are limited to a one-year term.***

Qualification Requirements

- Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

Preferred Skills

Preference will be given to candidates who can demonstrate excellent writing, legal research, analytical skills and demonstrated interest in administrative law. 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 (<https://a127-jobs.nyc.gov/>). In addition, a writing sample (maximum 10 pages), and unofficial law school transcript should be submitted to HROATH@oath.nyc.gov with the candidate’s name and JVN number noted in the subject line. 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

Post Date: 7/6/16

Post Until: Filled

JVN: 820-2016-000037

OATH and the City of New York are Equal Opportunity Employers