THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: **Community Service Aide**	**Level:**	**Title Code: 52406**
Office Title: Information Representative	**Salary: $14.59 - $16.78/hour**	
Bureau: Clerk's Office		
Work Location: 66 John Street , NY NY	**Number of Positions: 1**	
	Hours/Shift: 35 hrs/week (per diem)	

JOB DESCRIPTION

The Office of Administrative Trials & Hearings (OATH) seeks to hire a part-time Information Representative to assist with the day to day operations of its Clerk's Office. Information Representatives work under supervision, with limited latitude for independent judgment, and perform clerical and related work. Specific duties will include, but are not limited to:

- Providing information to the public;
- Responding to public inquiries and requests at the Information Window and via telephone;
- Responding to requests for case reschedules, copies of violations and decisions, address changes;
- Performing data entry and data retrieval using video display terminals and other automated office systems;
- Filing and locating records, case files and invoices using alphabetical and numerical procedures;
- Receiving, opening, sorting and distributing mail;
- Evaluating and preparing case folders for adjudication;
- Special projects and assignments as needed.

QUALIFICATION REQUIREMENTS

1. A four (4) year high school diploma or its educational equivalent.
2. The ability to understand and carry out simple instructions.

Preferred Skills:

- Knowledge of Microsoft Word, Excel, Outlook and Access.
- Office experience necessary, as well as demonstrable background dealing with members of the public.
- Excellent oral and written communication skills.
- 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

Post Date: 8/11/16	**Post: Until Filled**	**JVN: 820-2016-000042**

OATH and the City of New York are Equal Opportunity Employers