

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

Civil Service Title: Administrative Law Judge	Level: M3	Title Code: 30181
Office Title: Administrative Law Judge	Salary: \$90,000 - \$130,000	
Division: Trials Division	Number of Positions: 1	
Work Location: 100 Church Street, New York, NY 10007	Hours/Shift: Day shift - 35 hrs / week	

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. Its mission, providing fair and timely hearings, is achieved through independent adjudication and creative problem-solving. Within the City’s central administrative tribunal of general jurisdiction, an OATH Administrative Law Judge adjudicates cases involving different subject matter areas, including civil service law, zoning and land use, licensing, conflicts of interest, city contracts, human rights law and vehicle seizures. OATH Administrative Law Judges are subject to the NYS and NYC Codes of Judicial Conduct, and must maintain the highest standards of ethics, both professionally and personally.

Under the general supervision of the Chief Administrative Law Judge, the Administrative Law Judge:

- conducts formal hearings pursuant to federal, state and local law
- prepares written decisions that include a summary and analysis of evidentiary and legal issues
- presides at pre-trial settlement conferences
- supervises law clerks and secretarial staff

Appointment by the Chief Administrative Law Judge is for a term of five years.

Qualification Requirements

1. Admission to practice law for at least five years in the State of New York, and five years of recent full-time relevant legal experience gained subsequent to Bar Admission or;
2. A satisfactory equivalent.

Please note that this position requires that incumbents must remain in good standing in the Bar of the State of New York and in the New York State Courts for the duration of this employment.

Preferred Skills

- Exceptional analytical ability, ability to prepare well-reasoned decisions within strict time frames.
- Outstanding writing skills.
- Qualities of judicial demeanor, poise, discretion, patience, tact, and sound judgment.
- Ability to handle complex trials and issue timely decisions, while producing a highly professional work product.
- Proficiency in Word, Microsoft Outlook, computerized legal research.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

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>). Please upload a cover letter and resume, **combined in one document**, when you are prompted to upload a resume. In addition, a writing sample, along with salary history, should be submitted to HROATH@oath.nyc.gov. No telephone calls, faxes or personal inquiries please. Incomplete application submissions will not be considered. Only those candidates under consideration will be contacted.

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

Post Date: 9/20/16

Post: Until filled

JVN: 820-2016-00048

OATH and the City of New York are Equal Opportunity Employers