

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

Civil Service Title: Hearing Officer (Per Session)	Level:	Title Code: 95937
Office Title: Hearing Officer	Salary: \$45.49 - \$49.04 per hour	
Bureau: Adjudications		
Division: OATH Hearing Division	Number of Positions: 25	
Work Location: Various locations City wide	Hours/Shift: Day shift - 17 hrs/week	

JOB DESCRIPTION

A Hearing Officer (per session) conducts hearings and writes decisions in cases involving alleged violations of local laws and the rules and regulations of the City of New York or other laws or rules within OATH's Hearings Division jurisdiction. These areas of jurisdiction include violations involving cleanliness of the streets; disposal of waste; street vendors; restaurant, public health and environmental sanitation cases brought under the New York City Health Code; use of parks property; air, noise and water pollution cases; the Building and Fire Code violations; and violations of the laws and rules governing taxi, limousine, para-transit and commuter van services. When assigned to appeals unit, Hearing Officers assist in the review and preparation of appeals decisions.

QUALIFICATION REQUIREMENTS

1. A license to practice law in the State of New York, which must be maintained; and
2. Three years of recent satisfactory relevant legal experience subsequent to admission to the bar.

NOTE: No incumbent shall work more than 17 hours per week in any two consecutive weeks, or more than 1,000 hours per year.

Preferred 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>). In addition, a writing sample 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: 10/11/16	Post: Until Filled	JVN: 820-2016-000055
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OATH and the City of New York are Equal Opportunity Employers