

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Associate	Level:	Title Code: 56057
Office Title: Bronx Branch Supervisor	Salary: \$32,321 - \$53,788	
Bureau: Office of Administrative Trials & Hearings		
Division: Environmental Control Board - Bronx	Number of Positions: 1	
Work Location: 3030 Third Ave Bronx, NY 10455	Hours/Shift: 35 Hours per week	

JOB DESCRIPTION

Under the direction of the Administrative Branch Manager, the Bronx Branch Supervisor will delegate work assignments to subordinate staff and maintain proper staffing in each work unit. The Branch Supervisor's duties will also include ensuring that subordinates are professional and courtesy to customers; provide accurate information to customers; and adhere to all of the agencies policies and procedures when disseminating information. In addition they will monitor subordinates work performance on a daily basis and take immediate corrective action when necessary.

Sample Tasks:

- Process revenue adjustments and accurately review account data information and make necessary payment adjustments for misapplied payments according to the agency's revenue guidelines.
- Electronically and manually record data of all requests received, and answer customer's correspondence.
- Verifies negotiability of checks and money orders (according to agency's policies and procedures), provide a legible receipt for each violation payment to customers, and process within 1 business day.
- Approve City Time leave slips, timesheets and resolve timekeeping discrepancies.
- Maintain accurate subordinate performance diaries, and annual performance evaluations.
- Maintain postage meter machine and inventory of all office supplies (weekly) and all equipment (daily).
- Train new staff in policies and procedures.

QUALIFICATION REQUIREMENTS

- A four (4) year high school diploma or its equivalent and two (2) years of satisfactory full-time professional experience supervising and training the staff of an office engaged in clerical or administrative activities in work that is required for the conduct of hearings, control processing, and integrity of dispositions of violations.
- Excellent computer skills.
- Excellent verbal and communication skills

To Apply:

Applicant must be a City resident within 90 days of appointment. Interested candidates should submit a resume with salary history and cover letter by to Karen Livingston, Director of Human Resources, Office of Administrative Trials and Hearings, 40 Rector Street, 6th floor, New York, NY 10006. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

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

Post Date: February 1, 2010	Post Until: Until filled	JVN: 856-10-OATH001
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OATH/ECB is an Equal Opportunity Employer