

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

Civil Service Title: Summer Graduate Intern	Level: Grad	Title Code: 10232
Office Title: Legal Intern	Salary: \$17.43 - \$26.23 per hour	
Division: Admin/GC		
Unit: N/A	Number of Positions: 5	
Work Location: 100 Church St - 66 John St	Hours/Shift: PT / 17 Hours Per Week	
ABOUT OATH: The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City’s central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.		
<u>JOB DESCRIPTION:</u> The OATH General Counsel’s Office and Trials Division seek to appoint 5 college aides at the graduate level to secure the services of up to five legal interns as Summer Graduate Interns, on a temporary basis during the summer of 2025. The Summer Graduate Interns will work within various divisions, including the Office of the General Counsel, Trials Division, and Appeals Unit, to facilitate their workflow and expedite their work product. They will prepare summaries of trial records and conduct research on behalf of law clerks and ALJs on employment, property and human rights, and licensing laws for the Trials Division; draft appellate decisions based on the hearing record and relevant law for the Appeals Unit; and research and draft memoranda of law; analyze proposed legislation and rules that impact OATH; draft proposed rules; participate in policy discussions; and assist counsel to prepare a defense in challenges to OATH decisions in state court for the General Counsel. The Summer Graduate Interns will be expected to report in person at least once per week for several hours. During the school year, Summer Graduate Interns will be authorized to work up to 17 hours per week and authorized to work up to 35 hours per week during breaks in the school year. NYC residency is required within 90 days of starting and matriculation in a degree bearing program must continue during the duration of employment which cannot exceed 6 years in the title.		
<u>MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE</u> Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.		
<u>Preferred Skills:</u> <ul style="list-style-type: none">• Excellent organizational and communication skills.• Ability to work independently and within groups.• Experience using computers.• History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.		
<u>To Apply:</u> New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview. For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed. SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL. 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 As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education’s website at https://studentaid.gov/pslf/ .		
Post Date: 3/20/2025	Post Until: Until Filled	JVN: 820-2025-708207

OATH and the City of New York are Equal Opportunity Employers