

**HEARING EXAMINER (HOUSING AUTHORITY)**  
**(NY HELPS PROGRAM)**

**General Statement of Duties and Responsibilities**

Under general direction of the Chairman of the Housing Authority conducts formal hearings and renders decisions required by Federal or State Statutes or regulations, relating to tenants of the New York City Housing Authority; performs related work.

**Examples of Typical Tasks**

Holds prehearing conferences for the settlement or simplification of issues.

Holds formal hearings initiated by the New York City Housing Authority or the tenant involving such situations as termination of a tenancy or tenant grievance.

Regulates the course of hearings.

Issues subpoenas

Administers oaths and affirmations.

Takes, or causes the taking of, depositions.

Disposes of procedural requests and similar matters.

Questions witnesses; rules upon offers of proof; receives relevant evidence.

Considers the facts in the record and arguments and contentions made or questions involved; determines credibility and makes findings of fact and conclusions to law.

Makes decisions on the basis of reliable, probative, and substantial evidence on the record, subject to limited review by the Members of the New York City Housing Authority only with respect to whether the decisions comply with regulations of the New York City Housing Authority, the State of New York and the Federal government.

Takes any actions authorized by the Regulations of the New York City Housing Authority, consistent with provisions of Federal and State statutes and regulations.

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**(NY HELPS PROGRAM)** (continued)

**Qualification Requirements**

A license to practice law in the State of New York and either:

1. Five years of full-time paid responsible experience in the field of administrative law, the actual preparation and trial of cases in court, the preparation and presentation of appeals therefrom, or the hearing of such cases within a court of record, governmental body or similar organization; or
2. A satisfactory equivalent. However, all candidates must have at least three years of full-time satisfactory responsible experience as described above.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Hearing Examiner (Housing Authority) (13353)” as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.