

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

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| Civil Service Title: Agency Attorney Interne | Level: | Title Code: 30086 |
| Office Title: Law Clerk | Salary: \$62,397-71,757 | |
| Division: Trials Division | | |
| Unit: Law Clerks | Number of Positions: 1 | |
| Work Location: 100 Church Street, New York, NY 10007 | Hours/Shift: 35 hours/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.

JOB DESCRIPTION:

The OATH Trials Division seeks to hire a Law Clerk to provide legal research and writing support to the OATH Administrative Law Judges. The Law Clerk will provide this research and writing assistance in relation to all matters that come before the OATH tribunal. The Law Clerk may also be designated by the Chief Administrative Law Judge to conduct pre-trial settlement conferences in certain proceedings.

Specific duties will include, but are not limited to:

- Legal research related to statutory and regulatory issues, including review of state and federal court caselaw and OATH Trials Division precedent;
- Writing summaries and analyses of parties' legal arguments, presentations of facts, and exhibits;
- Writing draft reports and recommendations and memorandum decisions, including decisions on motions, for review by the Chief Law Clerk, Deputy Chief Law Clerk, and Administrative Law Judges;
- Participating in group meetings and discussions with other Law Clerks and the Administrative Law Judges;
- Maintaining an organized docket of assignments and meeting deadlines assigned by the Chief Law Clerk and Deputy Chief Law Clerk; and
- Engaging in correspondence and communications with attorneys, agency representatives, and pro se respondents as needed.

Law Clerks will work under supervision of the Chief Law Clerk and Deputy Chief Law Clerk, and with the Administrative Law Judges on specific assignments, with latitude for independent initiative and judgment.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

Preferred Skills:

Preference will be given to candidates who can demonstrate excellent writing, legal research, analytical skills and demonstrated interest in administrative law.

To Apply:

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

NOTE:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Post Date: 6/24/22**Post Until: Until filled****Job ID: 820-2022-536499/50**

OATH and the City of New York are Equal Opportunity Employers