

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

<b>Civil Service Title: Clerical Associate</b>	<b>Level: III</b>	<b>Title Code: 10251</b>
<b>Office Title: Information Representative/ Backup Cashier</b>	<b>Salary: \$36,390-\$41,848</b>	
<b>Division: Clerk's Office</b>		
<b>Unit: Multiple</b>	<b>Number of Positions: 2</b>	
<b>Work Location: Various</b>	<b>Hours/Shift: 35 hours/week</b>	

**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:**

OATH seeks to hire two (2) Clerical Associates to work in the Clerk's office of its Hearings Division. The Information Clerk/ Backup Cashier will properly prepare and ensure the timely processing of all summonses. Responsibilities will include:

- Provide information to the public;
- Performing data entry and data retrieval using video display terminals and other automated office systems;
- Perform filing, locating case folder and other records management duties;
- Receive, open, sort and distribute mail;
- Process reschedule requests from respondents and petitioners;
- Perform scanning of documents into electronic case files.
- Assist in all aspects of processing cases efficiently;
- Respond to public inquiries at the Information Desk and over the telephone.
- Provide support as a backup cashier, including processing and collecting all fines and fees
- Perform moderately difficult clerical tasks and related work.

***Special Note: Only candidates currently serving in a NYC agency as a permanent Clerical Associate or who are currently reachable on the NYC civil service list are eligible to apply.***

**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

- A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.
- Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Preferred Skills:**

- Knowledge of Microsoft Word, Excel, Outlook, Access and PowerPoint.
- Office experience as well as demonstrable background dealing with members of the public.
- Excellent oral and written communication skills.
- History of volunteerism, such as service in the AmericCorps or Peace Corps, is viewed favorably.

**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](http://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](http://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.**

<b>Post Date: 7/22/2022</b>	<b>Post Until: Filled</b>	<b>Job ID: 820-2022-542148/61</b>
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**OATH and the City of New York are Equal Opportunity Employers**