

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

Civil Service Title: Agency Attorney Interne	Level:	Title Code: 30086
Office Title: Law Clerk	Salary: \$62,397-71,757	
Division: Appeals		
Unit: Appeals	Number of Positions: 3	
Work Location: 9 Bond Street, Brooklyn	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 Appeals Division seeks attorneys to serve as Law Clerks. The Appeals Division reviews appeal requests and drafts appeal decisions relating to administrative hearings in which persons or businesses contest charges that they have violated City laws that protect health, safety, and a clean environment. Appeals may involve complex cases, large amounts of money, significant precedents, novel and complicated determinations of law and fact, and significant legal and policy implications for the City.

Under supervision, with some latitude for independent judgment and unreviewed action and decision, Law Clerks will perform legal work, including the following:

- Legal research related to statutory and regulatory issues, including review of OATH Hearings Division precedent and state and federal court caselaw;
- Writing draft appeal decisions on appeals from Hearings Division determinations for review by Appeals Attorneys;
- Participating in group meetings and discussions with other Law Clerks and Appeals Attorneys;
- Timely entering and updating data in case management databases and systems;
- Preparing letters and memoranda relating to the appeals process as needed;
- Assisting in the operation of the Appeals Division as well as in special projects as assigned.

**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](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.

Post Date: 7/27/2022	Post Until: Filled	Job ID: 820-2022-542836/66
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OATH and the City of New York are Equal Opportunity Employers