

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

<b>Civil Service Title: Executive Agency Counsel</b>	<b>Level: M1</b>	<b>Title Code: 95005</b>
<b>Office Title: Settlement Officer</b>	<b>Salary: \$110,000-\$115,000</b>	
<b>Division: Special Education Hearings Division</b>		
<b>Unit: n/a</b>	<b>Number of Positions: 2</b>	
<b>Work Location: 66 John St., New York, NY (subject to change)</b>	<b>Hours/Shift: full time</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 is seeking to hire two (2) attorneys to serve as a Settlement Officer to conduct settlement conferences in the administration of special education impartial due process hearings for students with disabilities, 3-21 years of age, arising under the federal Individuals with Disabilities Education Act (IDEA).

The IDEA has established due process procedures for use when a parent and a school district disagree about the identification, evaluation, educational placement, or the provision of a free appropriate public education for a student with a disability. Such disagreements may be resolved through an impartial hearing, a formal method in which the parties present and refute evidence before a hearing officer.

The Settlement Officer will be instrumental in launching a specialized settlement unit to work in parallel with the impartial hearing process. The candidate will be responsible for, amongst other things, developing strategies, selecting claims for settlement, and conducting settlement conferences prior to commencement of the impartial hearing timeline. This role calls for a candidate with applicable legal experience, settlement negotiation experience, and intimate knowledge of the special education impartial hearing landscape.

Responsibilities will include, but are not limited to:

- Manage pre-hearing adjudicatory activities and timeline in cases handled by Special Education Hearing Officers so that settlement conferences are held in a timely fashion
- Assist in the preparation and coordination of requisite notices and documentation to assure full due process rights for students with disabilities
- Adhere to best practices to conduct settlement conferences efficiently and effectively, by remote means and in person, between parents and the New York City Department of Education to arrive at mutually beneficial agreements
- Track and review documentation submitted for settlement conferences
- Maintain logs and preparing reports of settlement conference results to inform Deputy Commissioner on policy-related decisions
- Handle special assignments and projects including but not limited to oral and/or written presentations
- Maintain a high degree of professionalism and effectiveness in handling assigned matters promptly

**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

1. Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**Preferred Skills:**

1. Have significant experience engaging in settlement negotiations.
2. Possess knowledge of, and the ability to understand, the provisions of federal and state law and regulations pertaining to IDEA and legal interpretations of such law and regulations by federal and state courts.
3. Possess knowledge of, and the ability to conduct settlement conferences in accordance with appropriate standard legal practice and to render and write recommendations in accordance with appropriate standard legal practice.
4. Excellent oral and written communication skills.
5. Knowledge of Microsoft Word, Excel, Outlook, Access and PowerPoint.
6. History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.
7. Have a minimum of two years practice and/or experience in the areas of education, special education, disability rights or civil rights.

**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.

**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: 9/7/2022**

**Post Until: Until filled**

**Job ID: 820-2022-549840/76**

**OATH and the City of New York are Equal Opportunity Employers**