

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

Civil Service Title: Hearing Officer (Per Session)	Level:	Title Code: 95937
Office Title: Hearing Officer	Salary: \$53.78- \$57.99 per hour	
Division: Adjudications		
Unit: OATH Hearings Division	Number of Positions:	
Work Location: Remote	Hours/Shift: 1000 hrs/annum	

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:

A Hearing Officer (per session), under the direction of a Managing Attorney, conducts and adjudicates hearings and writes decisions in cases involving alleged violations of local laws and the rules of the City of New York or other laws or rules within OATH’s Hearings Division Tribunal jurisdiction. The parties appearing at the hearing are typically private parties (individuals, businesses, etc., who may or may not be represented) and city agencies represented by agency counsel. As most hearings are typically short in duration and involve limited evidence, Hearing Officers may handle more than fifty cases per day. These areas of jurisdiction include, but are not limited to, violations involving cleanliness of the streets; disposal of waste; street vendors; restaurant, public health and environmental sanitation cases brought under the New York City Health Code; use of parks property; air, noise and water pollution cases; the Building and Fire Code violations; violations of consumer protection laws; violations of the laws and rules governing taxi, limousine, para-transit and commuter van services; and violations of the Criminal Justice Reform Act (CJRA).

A Hearing Officer’s work is scheduled based on the needs of the agency. When Hearing Officers are scheduled for work, the expectation is that the Hearing Officer will be available for that full day.

A Hearing Officer will not work from an OATH location and will conduct hearings remotely by telephone.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A license to practice law in the State of New York, which must be maintained; and
 2. Three years of recent satisfactory relevant legal experience subsequent to admission to the bar.
 3. A Hearing Officer will be working off-site and must have their own personal computer and phone for use in the conduct of hearings by phone.
- NOTE: No incumbent shall work more than 17 hours per week in any two consecutive weeks, or more than 1,000 hours per year.**

Preferred Skills:

- Demonstrated experience with working independently and being a “self-starter”
- Highly organized
- Strong writing, legal research, and analytical skills, including the ability to quickly and concisely summarize facts, law, and findings.
- Ability to work on a high volume of diverse matters according to a rigorous schedule.
- Ability to work remotely and off-site.
- Outstanding interpersonal and communication skills and computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.
- Adept at learning new computer programs and systems.

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

Post Date: 2/16/2022	Post Until: Filled	Job ID: 820-2022-520938/08
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OATH and the City of New York are Equal Opportunity Employers