

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

Civil Service Title: Administrative Law Judge	Level: M3	Title Code: 30181
Office Title: Administrative Law Judge	Salary: \$150,000 – \$161,195	
Division: Trials Division		
Unit: Administrative Law Judges	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:

Within OATH’s Trials Division, an OATH Administrative Law Judge adjudicates cases involving different subject matter areas, including civil service law, zoning and land use, housing, licensing, conflicts of interest, city contracts, human rights law, consumer and worker protection laws, and vehicle seizures. OATH Administrative Law Judges are subject to the NYS and NYC Codes of Judicial Conduct, and must maintain the highest standards of ethics, both professionally and personally.

Under the supervision of the Chief Administrative Law Judge, the Administrative Law Judge:

- conducts formal trials pursuant to federal, state, and local law
- prepares written decisions that include a summary and analysis of evidentiary and legal issues
- presides at pre-trial settlement conferences
- participates in and leads special projects at OATH

Appointment by the Chief Administrative Law Judge is for a term of five years.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. Admission to practice law for at least five years in the State of New York, and five years of recent full-time relevant legal experience gained after Bar Admission, or
2. A satisfactory equivalent.

Please note that this position requires that incumbents must remain in good standing of the New York Bar for the duration of this employment.

Preferred Skills:

- Exceptional analytical ability, ability to prepare well-reasoned decisions within strict time frames.
- Outstanding writing skills.
- Qualities of judicial demeanor, poise, discretion, patience, collegiality, and sound judgment.
- Ability to handle complex trials and issue timely decisions, while producing a highly professional work product.
- Proficiency in Word, Microsoft Outlook, computerized legal research.
- Experience as a litigator or as a judge or Hearing Officer.

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: 10/20/22	Post Until: Filled	Job ID: 820-2022-556957/86
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OATH and the City of New York are Equal Opportunity Employers