

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

Civil Service Title: Clerical Associate	Level: IV	Title Code: 10251
Office Title: Calendar Unit Clerk	Salary: \$40,017-\$52,000	
Division: Trials Division		
Unit: Calendar Unit	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:**

The OATH Trials Division seeks to hire a full-time Calendar Unit Clerk who will provide scheduling, data entry, and administrative support on a daily basis for the Administrative Law Judges. Specific duties will include, but are not limited to:

- Conducting intake of newly filed agency petitions;
- Corresponding with agency representatives, attorneys, and pro se respondents;
- Responding to inquiries about scheduling and other Trials Division procedures;
- Preparing all written materials accurately and with correct spelling and grammar;
- Performing data entry, scanning, and filing electronic documents into the agency’s database; and
- Scheduling conference calls and videoconference sessions with multiple parties.

The candidate must be capable of exercising independent judgment and maintaining the confidentiality of sensitive investigative and adjudicatory information, and must be a strong team player.

**Special Note:**  
*Only candidates who are currently serving as a permanent Clerical Associate with the City of New York or who have taken the exam and are reachable on the certification list should 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, and Outlook.
- Office experience as well as demonstrated background dealing with members of the public.
- Excellent oral and written communication skills.

**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: 10/20/2022	Post Until: Filled	Job ID: 820-2022-556974/87
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**OATH and the City of New York are Equal Opportunity Employers**