



ADMIN TRIALS AND HEARINGS

Job Posting Notice

Job ID 562924 # of Positions 1

Business Title Law Clerk

Civil Service Title AGENCY ATTORNEY INTERNE

Title Code No 30086 Level 00

Title Classification Non-Competitive

Proposed Salary Range \$ 62,397.00 - \$ 71,757.00 (Annual)

Work Location 100 Church St., N.Y.

Division/Work Unit Trial Division

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.

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Job Description

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 Law Clerk to provide legal research and writing support to the OATH Administrative Law Judges. The Law Clerk will provide this research and writing assistance in relation to all matters that come before the OATH tribunal. The Law Clerk may also be designated by the Chief Administrative Law Judge to conduct pre-trial settlement conferences in certain proceedings.

Specific duties will include, but are not limited to:

- Legal research related to statutory and regulatory issues, including review of state and federal court caselaw and OATH Trials Division precedent;
- Writing summaries and analyses of parties' legal arguments, presentations of facts, and exhibits;
- Writing draft reports and recommendations and memorandum decisions, including decisions on motions, for review by the Chief Law Clerk, Deputy Chief Law Clerk, and Administrative Law Judges;
- Participating in group meetings and discussions with other Law Clerks and the Administrative Law Judges;
- Maintaining an organized docket of assignments and meeting deadlines assigned by the Chief Law Clerk and Deputy Chief Law Clerk; and
- Engaging in correspondence and communications with attorneys, agency representatives, and pro se respondents as needed.

Law Clerks will work under supervision of the Chief Law Clerk and Deputy Chief Law Clerk, and with the Administrative Law Judges on specific assignments, with latitude for independent initiative and judgment.

Minimum Qual Requirements

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 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

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency

Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 02/10/2023

POST UNTIL 03/12/2023

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The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.