

**ADMIN TRIALS AND HEARINGS****Job Posting Notice**

**Job ID** 573952 **# of Positions** 1

**Business Title** Administrative Assistant

**Civil Service Title** PRINCIPAL ADMINISTRATIVE ASSOC

**Title Code No** 10124 **Level** 01

**Title Classification** Competitive

**Proposed Salary Range** \$ 47,418.00 - \$ 60,000.00 (Annual)

**Work Location** 66 John Street, New York, Ny

**Division/Work Unit** Hearing Division MA

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****Job Description**

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. OATH is seeking to hire an Administrative Assistant for the newly established Special Education Hearings Division. The Administrative Assistant will be assigned to assist Special Education Hearing Officers adjudicating legal proceedings pursuant to the federal Individuals with Disabilities Education Act (IDEA).

The Administrative Assistant will be required to multi-task in a fast-paced environment, use sound judgement based on knowledge of OATH's policies and procedures, provide courteous and professional service to the public.

Responsibilities will include, but are not limited to:

- Coordinate communication between parents, the Department of Education and the Special Education Hearings Division, by phone, email, and in formal written correspondence.
- Field inquiries from the public.
- Maintain accurate message taking, scheduling, and perform and oversee related clerical tasks.
- Prepare highly confidential material in set office formats.
- Make revisions of legal documents and transcripts.
- Preparing and distributing correspondence.
- Prepare all written materials accurately and with correct spelling and grammar.
- Perform data entry, scanning, and filing electronic documents into databases.
- Using agency recording software and headphone equipment.
- Providing support for all other related support functions and tasks assigned.

**Special Note:**

Only candidates currently serving in a NYC agency as a permanent Principal Administrative Associate or who are currently reachable on the NYC civil service list should apply.

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

#### **Preferred Skills**

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1. Familiarity the operations and structure of court or administrative tribunal systems.
2. Experience working in an office setting and dealing with members of the public.
3. Excellent oral and written communication skills.
4. History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably

#### **To Apply**

##### **To Apply:**

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply online via NYC Jobs on the NYC.gov website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). 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)

#### **55-a Program**

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

#### **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 requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE** 02/09/2023

**POST UNTIL** 03/11/2023

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