

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

<b>Civil Service Title: Confidential Secretary</b>	<b>Level:</b>	<b>Title Code: 12800</b>
<b>Office Title: Administrative Assistant</b>	<b>Salary: \$51,209 - \$62,215 (Annual)</b>	
<b>Division: Trials Division</b>		
<b>Unit: Trials Division</b>	<b>Number of Positions: 1</b>	
<b>Work Location: 100 Church Street, New York, NY 10007</b>	<b>Hours/Shift: Days – 35 hrs./week</b>	

**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 Confidential Secretary who will provide administrative support on a daily basis for the Administrative Law Judges.

Specific duties will include, but are not limited to:

- ∩ preparing highly confidential material in set office formats;
- ∩ making edits and revisions of legal documents and transcripts;
- ∩ preparing all written materials accurately and with correct spelling and grammar;
- ∩ using agency recording software and headphone equipment;
- ∩ proof-reading, correcting reports and recommendations and other decisions and correspondence for final distribution in accordance with instructions;
- ∩ preparing and distributing correspondence;
- ∩ arranging conference calls with multiple parties and screening all calls for the judges;
- ∩ performing data entry, scanning and filing electronic documents into the agencies database; and
- ∩ providing support for all other related support functions and tasks assigned.

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.

**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

1. Graduation from a senior high school or evidence of having passed an examination for a high school equivalency diploma and three (3) years of satisfactory, full-time experience in stenographic work; or a satisfactory equivalent; and
2. Ability to take dictation at the rate of 90 words per minute and type a minimum of 45 words per minute.

**Preferred Skills:**

- Knowledge of Microsoft Word, Excel, Outlook, Webex, Teams, Zoom.
- Office experience as well as demonstrable 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)**

**Post Date: 2/2/2023**

**Post: Until filled**

**Job ID: 820-2023-565042**

**OATH and the City of New York are Equal Opportunity Employers**