

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

Civil Service Title: Administrative Manager (non-managerial)	Level: 1	Title Code: 1002C
Office Title: Deputy Administrative Staff Supervisor	Salary: \$ 60,718 to \$ 69,826	
Division: Appeals		
Unit: Appeals	Number of Positions: 1	
Work Location: 9 Bond Street, Brooklyn	Hours/Shift: M-F (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 Appeals Division seeks one Administrative Manager Level 1 (non-managerial) to assist in the processing of appeals. The Appeals Division reviews appeal requests and drafts appeal decisions relating to administrative hearings in which persons or businesses contest charges that they have violated City laws that protect health, safety, and a clean environment. Appeals may involve complex cases, large amounts of money, significant precedents, novel and complicated determinations of law and fact, and significant legal and policy implications for the City.

Specific duties of the Administrative Manager will include, but are not limited to:

- With latitude for the exercise of independent initiative and judgment, making decisions as to work processes and procedures to best achieve the goals of the Appeals Division of the timely processing of appeal requests;
- Serving as resource for other administrative staff;
- Training and evaluating other Appeals Division administrative staff, with the ability to fill in for all administrative tasks performed in the Division as needed;
- Processing appeal decisions and rejection letters;
- Compiling appeal records;
- Preparing rejection letters;
- Reviewing records in AIMS;
- Other tasks as assigned.

Special Note:

Only candidates who are currently serving as a permanent Administrative Manager 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

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" 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:

- Outstanding interpersonal and communication skills.
- Strong organizational skills.
- Ability to work independently and in teams.
- Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.

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: 8/12/22

Post Until: Filled

Job ID: 820-2022-545586/69

OATH and the City of New York are Equal Opportunity Employers