

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

Civil Service Title: Confidential Secretary	Level:	Title Code: 12800
Office Title: Calendar Unit Clerk	Salary: \$51,209 - \$60,000 (Annual)	
Division: Trials Division		
Unit: Trials Division	Number of Positions: 1	
Work Location: 100 Church Street, New York, NY 10007	Hours/Shift: Days – 35 hrs./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 administrative support on a daily basis for the Calendar Unit, which schedules cases for the judges’ trials and conferences and must maintain accurate data entries.

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;
- Producing the daily and weekly calendar and coordinating the individual judges’ Outlook calendars;
- Running data reports from the database;
- Scheduling conference calls and videoconference sessions (currently via Webex) with multiple parties;
- Using agency recording software and headphone equipment;
- Proof-reading, correcting data reports and correspondence in accordance with instructions;
- Preparing and distributing correspondence using email or mail;
- Creating and maintaining case files electronically and/or in paper form;
- Screening all calls and emails for the judges; and
- Providing support for all other related support functions and tasks assigned.

The candidate must be capable of exercising sound judgment under supervision, maintain 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 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

Post Date: 8/4/2023

Post: Until filled

Job ID: 820-2023-596848

OATH and the City of New York are Equal Opportunity Employers