

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

<b>Civil Service Title: Principal Administrative Associate</b>	<b>Level: I</b>	<b>Title Code: 10124</b>
<b>Office Title: Calendar Unit Coordinator</b>	<b>Salary: \$47,418-54,531</b>	
<b>Division: Trials Division</b>		
<b>Unit: Calendar Unit</b>	<b>Number of Positions: 1</b>	
<b>Work Location: 100 Church Street, New York, NY 10007</b>	<b>Hours/Shift: 35 hours/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 Calendar Unit Coordinator who will provide scheduling, data entry, and administrative support on a daily basis for the Administrative Law Judges. 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; and
- Scheduling conference calls and videoconference sessions with multiple parties.

The Calendar Unit Coordinator will also be responsible for assisting in the supervision and training of Calendar Unit Clerks.

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.

**Special Note:**  
**Only candidates who are currently serving as a permanent Principal Administrative Associate 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 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:**

- Knowledge of Microsoft Word, Excel, and Outlook.
- Office experience as well as demonstrated 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)**

**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.

<b>Post Date: 8/17/22</b>	<b>Post Until: Until filled</b>	<b>Job ID: 820-2022-546586/74</b>
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