

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

Civil Service Title: Principal Administrative Associate	Level: I	Title Code: 10124
Office Title: Calendar Unit Clerk	Salary: \$47,418 - \$60,000	
Bureau: Special Education Hearings Division		
Work Location: 66 John St., New York, NY (subject to change)	Number of Positions: 3	
	Hours/Shift: full time	

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 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 five Calendar Unit Clerks for the newly established Special Education Hearings Division. The Calendar Unit Clerks will be responsible for the scheduling, management of calendar changes, management of electronic records, and liaising with litigants in cases heard by Special Education Hearing Officers, pursuant to the federal Individuals with Disabilities Education Act (IDEA). They will report to the Calendar Unit Supervisor.

The Calendar Unit Clerks will work in a fast-paced environment, use sound judgement based on knowledge of OATH's policies and procedures, as well as provide courteous and professional service to the public.

Responsibilities will include, but are not limited to:

- Scheduling pre-hearing conferences and hearing dates, and re-scheduling as needed, within the Special Education Hearings Division.
- Schedule conference calls and videoconferencing sessions with multiple parties. Respond to inquiries about scheduling and other special education due process inquiries.
- Conduct intake of newly filed due process requests.
- Perform data entry, scanning, and filing of electronic documents.
- Perform clerical tasks as assigned by Special Educating Hearing Officers, the Calendar Unit Supervisor, the Executive Director, and others.

QUALIFICATION 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.

*** In order to be considered for this position candidate must be serving permanently in the title of Principle Administrative Associate or reachable on an active DCAS Civil Service List or promotional list ***

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW

Preferred Skills

1. Familiarity with 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:

Applicant must be a City resident within 90 days of appointment. Interested candidates should apply online via *NYC Careers* 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

Post Date: 2/9/2023

Post: Until Filled

JVN: 820-2023-573981

OATH and the City of New York are Equal Opportunity Employers