

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

Civil Service Title: Agency Attorney	Level: IV	Title Code: 30087
Office Title: Chief Law Clerk	Salary: \$83,158-119,500	
Division: Trials Division		
Unit: Law Clerks	Number of Positions: 1	
Work Location: 100 Church Street, New York, NY 10007	Hours/Shift: 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. In the OATH Trials Division, Administrative Law Judges conduct civil bench trials on matters that include employee discipline and disability hearings for civil servants, Conflicts of Interest Board and Human Rights Commissioner cases, proceedings related to the retention of seized vehicles by the police, and more.

JOB DESCRIPTION:

The OATH Trials Division seeks to hire a Chief Law Clerk to head its legal research unit. The unit consists of Law Clerks, Fellows and interns who provide legal research and writing support to the OATH Administrative Law Judges in relation to all matters that come before the OATH Trials Division tribunal. The Chief Law Clerk serves as both the lead legal research resource for the Administrative Law Judges as well as the supervisor of a team of Law Clerks, Fellows, and interns.

As a manager, the Chief Law Clerk will oversee the work of the unit, including receiving legal research and writing assignments from the Administrative Law Judges, maintaining an organized docket of such requests, distributing the assignments to the Law Clerks, Fellows, and interns, in a fair and efficient manner, setting deadlines, and tracking progress to ensure the work is timely completed. The Chief Law Clerk reviews the assigned written work product to ensure it is clear, accurate, and comprehensive before forwarding it to the Administrative Law Judge. The Chief Law Clerk is also responsible for supervising, training, and coaching the unit members, ensuring the work product is consistent and high quality, providing unit members with feedback and performance evaluations, liaising with the Administrative Law Judge and other senior staff regarding the work of the legal research unit and its members, and other day-to-day management of the team.

The Chief Law Clerk is also responsible for managing information, including current and past researching assignments and memorandum, for reference by the team and the Administrative Law Judges. The Chief Law Clerk will also prepare written communication informing clerks and ALJs of changes in relevant laws, rules, or policies.

In addition to performing these supervisory and management duties, the Chief Law Clerk, as needed, will contribute to the unit's substantive work by conducting legal research related to statutory and regulatory issues; writing summaries and analyses of parties' legal arguments, presentations of facts, and exhibits; writing draft reports and recommendations and memorandum decisions for review by the Administrative Law Judges.

Further responsibilities include:

- Participating in group meetings and discussions with the Administrative Law Judges and Law Clerks, Fellows, and interns;
- Editing and directing the publication of OATH Trial's monthly newsletter, BenchNOTES;
- Acting as a liaison between the parties, the OATH calendar unit, and Administrative Law Judges in Contract Dispute Resolution Board matters, including by scheduling conferences and oral arguments and drafting outlines to help the Administrative Law Judges prepare; and

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. Admission to the New York State Bar; and either "2" or "3" below.
 2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
 3. Six months of satisfactory service as an Agency Attorney Interne (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Preferred Skills:

- Three years of experience in a supervisory role with responsibility for basic management duties (performance, training, coaching, substantive work review), including overseeing a team and reporting up to senior staff.
- Familiarity with administrative proceedings (preferably with OATH, but not required), judicial proceedings, court processes, and/or state or municipal government.
- Demonstrated background in administrative law.
- Excellent writing, legal research, and analytical skills, preferably in a judicial context (but not required).
- Strong oral communication skills, including the ability to liaise with internal staff and external stakeholders.
- Knowledge of Microsoft Word, Excel, and Outlook.

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.

Selected hire must be a New York City resident within 90 days of appointment or until six months after the Mayor rescinds the State of Emergency declared by the Mayor on March 7, 2020, pursuant to DCAS Directive no. 2020-2 (Apr. 13, 2020).

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: 6/30/2022

Post Until: Until Filled

Job ID: 820-2022-538164/54

OATH and the City of New York are Equal Opportunity Employers