

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

Civil Service Title: Clerical Associate	Level: II	Title Code: 10251
Office Title: Clerical Associate	Salary: \$32,520-\$37,398	
Division: RHU/SMP		
Work Location: 66 John St., NY NY 10038	Number of Positions: 1	
	Hours/Shift: 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

OATH is seeking to hire one (1) Clerical Associate in its Remote Adjudication Unit and Special Motions Part. Under the direction of a supervisor, the incumbent's duties will include but are not limited to: cross-checking and screening requests for adjudication submitted by persons who have received a summons or their authorized representative, preparing summonses for adjudication in Agency systems, and rescheduling summons hearing dates where appropriate; entry of case information using automated office systems; sorting and screening mail; responding to public inquiries and requests via telephone and e-mail; evaluating correspondence requests for information; updating case information and respondent contact information as appropriate; sending proper correspondence to respondents and/or representatives if a case is not eligible for adjudication by RHU/SMP; entering stay processing and decision results in ATAS and AIMS databases; performing other tasks as assigned.

Qualification Requirements

- High school graduation or equivalent and one year of satisfactory clerical experience.
- Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Only candidates who are currently serving as a permanent Clerical Associate for the City of New York should apply.*

Preferred Skills

- Good organizational and communication skills
- Ability to work independently
- Have proficiency in Microsoft Word, PowerPoint, Visio Access, Outlook, and Excel
- Be able to handle confidential matters
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a New York 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: 4/14/2023	Post: Until filled	JVN: 820-2023-583325
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OATH and the City of New York are Equal Opportunity Employers.