

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

Civil Service Title: College Aide	Level: I	Title Code: 10209
Office Title: College Aide	Salary:	
Division: Clerk's Office/Hearings Division	Freshman/Sophomore \$15.50 – \$16.35 per hr.	
	Junior/Senior \$15.75 - \$17.30 per hr.	
Unit: Clerk's Office	Number of Positions: 2	
Work Location: Multiple	Hours/Shift: Part-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:

OATH seeks to hire College Aides to assist with the day to day operations of the Clerk's Office and Remote Hearings. Under supervision, College Aides perform a variety of administrative assignments in relation to recordkeeping and filing using alphabetical & numerical procedures. The College Aide may assist agency staff with the timely processing of summonses for hearings. In addition, this person may respond to public inquiries and requests via telephone, greet the public, perform data entry transactions on a computer; evaluate correspondence requests regarding reschedules, copies of violations/case decisions and address changes, motions to vacate; entering stay processing and decision result in Access database; processing address changes; and processing cases for adjudication.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

Matriculation at an accredited college or university.

Please note that employment is conditioned upon continuance as a student in a college; therefore, if hired, the employee will be expected to submit proof of admission for each semester they are employed.

Preferred Skills:

- Excellent organizational and communication skills.
- Ability to work independently and within groups.
- Experience using computers.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

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.

FOR SUMMER INTERNSHIPS ONLY

Interested candidates should submit a cover letter and resume to HROATH@oath.nyc.gov
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

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:	Post Until:	Job ID: 820-2022-000000/29
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OATH and the City of New York are Equal Opportunity Employers