

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

<b>Civil Service Title:</b> College Aide	<b>Level:</b> 1	<b>Title Code:</b> 10209
<b>Office Title:</b> Appeals College Aide	<b>Salary:</b>	
<b>Division:</b> Appeals	<b>Freshman/Sophomore \$15.50 – \$16.35 per hr.</b>	
	<b>Junior/Senior \$15.75 - \$17.30 per hr.</b>	
<b>Unit:</b> Appeals	<b>Number of Positions:</b> 1	
<b>Work Location:</b> 9 Bond Street, Brooklyn	<b>Hours/Shift:</b> Part time (hourly)	

**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 Appeals Division seeks one College Aide to assist in the processing of appeals. The Appeals Division reviews appeal requests and drafts appeal decisions relating to administrative hearings in which persons or businesses contest charges that they have violated City laws that protect health, safety, and a clean environment. Appeals may involve complex cases, large amounts of money, significant precedents, novel and complicated determinations of law and fact, and significant legal and policy implications for the City.

Specific duties of the Appeals College Aide will include, but are not limited to:

- Data entry using automated office systems;
- Receive, sort and screen mail from correspondence;
- Respond to public inquiries and requests via telephone;
- Evaluate correspondence requests for information regarding appeals, audio requests, and extension requests;
- Filing using alphabetical and numerical procedures;
- Prepare and mail appeal cover letters;
- Prepare and mail rejection letters;
- Performing other tasks as assigned.

**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

**Preferred Skills:**

- Outstanding interpersonal and communication skills.
- Strong organizational skills.
- Ability to work independently and in teams.
- Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.

**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:</b> 8/12/22	<b>Post Until:</b> Filled	<b>Job ID:</b> 820-2022-545610/70
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**OATH and the City of New York are Equal Opportunity Employers**