

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

Civil Service Title: College Aide	Title Code: 10209
Office Title: OATH Desktop Support	Salary: Freshman/Sophomore - \$15.50 – \$16.35 per hr. Junior/Senior - \$15.75 - \$17.30 per hr.
Division: OATH IT	
Work Location: Citywide	Number of Positions: 1
	Hours/Shift: Part-time

JOB DESCRIPTION

The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest state or local administrative tribunal, holding approximately 400,000 trials and hearings a year. OATH is an independent, central administrative law court with two divisions: The OATH Trials Division and The OATH Hearings Division. The OATH Trials Division adjudicates a wide range of complex matters referred by City agencies. Its case load includes employee discipline, retention of seized vehicles, license, and regulatory enforcement. OATH Trials are conducted by Administrative Law Judges. OATH’s Hearings Division conducts hearings on summonses including health, safety and quality of life matters that are filed by more than 20 different City agencies.

OATH’s Information Technology Department is seeking to hire part-time college aides to provide support to all level of users at the different OATH locations throughout the five boroughs. Support services are needed daily to assist in the monitoring, maintenance, and support of desktop and application services throughout the agency.

Duties include but are not limited to:

- Troubleshoot end-user issues related to software and hardware.
- Install, configure, test, monitor, and maintain software and hardware up to date.
- Perform onsite or remote diagnosis and resolution of desktop problems.
- Maintain desktop images.
- Handle initiatives and special projects as assigned.

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

- Experience in the maintenance and repair of computers
- Excellent organizational and communication skills
- Ability to work independently and within groups

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>). Please upload a cover letter and resume, combined in one document, when you are prompted to upload a resume. 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: 11/23/2022

Post: Until Filled

JVN: 820-2022-562288

OATH and the City of New York are Equal Opportunity Employers