Civil Service Title: College Aide	**Title Code: 10209**
Office Title: IT Operations Clerk	**Salary:** **Freshman/Sophomore - $15.50 – $16.35 per hr.** **Junior/Senior - $15.75 - $17.30 per hr.**
Division: OATH IT Operations	
Work Location: 66 John Street, New York, NY	**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 aide to provide support to the OATH IT Operations unit. The candidate will be responsible to assist with the day-to-day operations of the OATH's summons intake tasks, such as performing document scanning, clerical and other related work. Duties include but are not limited to:

• Load the summons images into image management system.
• Extract the images from the server using FTP and other file transfer methods
• Convert image formats
• Quality Assurance of imported images
• Record-keeping and reconciliation of various file and data feeds
• Data entry of expedited summonses for same-day hearings

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

- Knowledge of Microsoft Word, Excel, Outlook and Access
- Organizational ability
- Office experience necessary
- Excellent oral and written communication skills

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: 11/14/22	**Post: Until Filled**	**JVN: 820-2022-560892**

OATH and the City of New York are Equal Opportunity Employers