

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

Civil Service Title: Confidential Secretary to Administrative Law Judges	Level:	Title Code: 12800
Office Title: Administrative Assistant	Salary: \$51,209 - \$62,215 (Annual)	
Division: Trials Division		
Unit: Trials Division	Number of Positions: 1	
Work Location: 100 Church Street, New York, NY 10007	Hours/Shift: Days – 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:

The OATH Trials Division seeks to hire a full-time Confidential Secretary who will provide administrative support on a daily basis for the Administrative Law Judges of the Trials Division.

Specific duties will include, but are not limited to:

- Preparing highly confidential material in set office formats;
- Making edits and revisions of legal documents and transcripts;
- Preparing all written materials accurately and with correct spelling and grammar;
- Using agency recording software and headphone equipment, and promptly uploading recordings of proceedings for transcription;
- Proof-reading, correcting reports and recommendations, and other decision and correspondence for final distribution in accordance with instructions;
- Preparing and distributing correspondence;
- Arranging conference calls with multiple parties and screening all calls for the judges;
- Performing data entry, scanning, and filing electronic documents into the agency’s databases;
- Providing support for all other related support functions and tasks assigned.
- Setting up virtual conferences and trial proceedings for the judges and multiple parties and attorneys;
- Assisting the judges with their scheduling and calendars;
- Arranging for language interpretation services as needed; and
- Monitoring and reporting to the supervisor on the quality of interpretation and transcription services.

The candidate must be capable of exercising sound judgment under supervision, maintain the confidentiality of sensitive investigative and adjudicatory information, and must be a strong team player.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. Graduation from a senior high school or evidence of having passed an examination for a high school equivalency diploma and three (3) years of satisfactory, full-time experience in similar secretarial work; or a satisfactory equivalent; and
2. Ability to type a minimum of 45 words per minute.

Preferred Skills:

- Knowledge of Microsoft Word, Excel, Outlook, Webex, Teams, Zoom.
- Office experience as well as demonstrable background dealing with members of the public.
- Excellent oral and written communication skills.

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.

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: 5/12/2023

Post: Until filled

Job ID: 820-2023-586680

OATH and the City of New York are Equal Opportunity Employers