

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

Civil Service Title: Clerical Associate (PT35)	Level: III	Title Code:
Office Title: Information Rep/Check Processing Clerk	Salary: \$20.21-22.91	
Bureau: Clerk's Office		
Work Location: 66 John Street, 9th Floor, NY 10038	Number of Positions: 1	
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.	Hours/Shift: 35 hours/week Part time	

Special Note: Only candidates currently serving in a NYC agency as a permanent Clerical Associate or who are currently reachable on the NYC civil service list are eligible to apply.

JOB DESCRIPTION

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. OATH seeks to hire 1 part-time/35 hour Correspondence Check Processing Clerk to work in the Clerk's Office of its Hearings Division. The Correspondence Check Processing Clerk will work under general supervision with latitude for independent judgment processing correspondence and checks that are mailed to the OATH locations. The candidate will provide case information as well as other information and assistance to all members of the community sending correspondence to OATH as needed on a case by case basis. The Representative will also address, investigate, and attempt to resolve complaints from respondents who have appeared and will appear before OATH as well as create solutions to prevent similar problems in the future. Where possible, he/she will help to identify systemic issues and make recommendations to improve practices and procedures. Responsibilities will include, but are not limited to:

- Significant contact with the general public who write to OATH;
- Explain case procedures, assist in the preparation and filing of case materials and resolution of complaints that are sent via paper correspondence.
- Ensure accurate information is provided to members of the community who have been issued summonses so they understand what they need to do;
- Process all payments that are mailed to OATH;
- Perform responsible clerical functions such as data entry and retrieval using automated systems and databases to provide information to the community regarding their cases and to assist with any questions or documents;
- Respond to public inquiries submitted through the mail and emails.

QUALIFICATION REQUIREMENTS

- A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience
- Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Preferred Skills

1. Knowledge of Microsoft Word, Excel, Outlook, Access and PowerPoint.
2. Office experience as well as demonstrable background dealing with members of the public.
3. Excellent oral and written communication skills.
4. History of volunteerism, such as service in the AmericCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a 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>). 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: 11/24/21

Post: Until Filled

JVN: 820-2021-000055

OATH and the City of New York are Equal Opportunity Employers