

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

Civil Service Title: Clerical Associate	Level: III	Title Code: 10251
Office Title: Customer Info Rep/Calendar Unit Clerk	Salary: 39,763 - 45,728	
Division: Hearings		
Unit: Clerk's Office/Calendar Unit	Number of Positions: 1	
Work Location: 66 John St, New York, NY 10038	Hours/Shift: 35 hours/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:

OATH's Clerk's Office seeks to hire a Clerical Associate Assignment Level III to work in the Clerk's Office's Calendar Unit. Clerical Associate Assignment Level IIIs, under supervision, with latitude for independent judgment, perform supervisory and/or moderately difficult clerical duties. In addition to performing duties of Assignment Level II at a more responsible level, specific duties will include, but are not limited to:

- Performing responsible clerical work in areas such as personnel administration, payroll, accounts, budgeting, methods and organization, employee benefits administration, and other administrative and operational areas by processing, recording, checking, and maintaining records, furnishing information, and preparing reports.
- Scheduling hearings for OATH in all five boroughs.
- Processing reschedule requests.
- Ensuring that all hearings and reschedule requests are processed in a timely manner to ensure the hearings are completed timely.
- Responding to public inquiries and requests via telephone, e/mail, and in person.
- Preparing monthly reports and ensuring tracking logs are maintained.
- Researching and responding to inquiries from the public in a timely manner.
- Processing all requests for new dates from respondents and petitioners and ensuring each are entitled to have their cases processed, or if they have to, file additional paperwork.

***** In order to be considered for this position candidate must be serving permanently in the title of Clerical Associate or reachable on an active DCAS Civil Service List or promotional list *****

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A baccalaureate degree from an accredited college or university; or
2. An associate degree from an accredited college or university and two years of satisfactory, full-time paid experience responding to inquiries utilizing computers, databases and information technology systems for researching the answers to questions in a customer service, help desk or public information capacity; or
3. A four-year high school diploma or its educational equivalent and four years of satisfactory, full-time paid experience as described in "2" above; or
4. A satisfactory combination of education and experience. Satisfactory, full-time paid experience working for a New York City government agency responding to inquiries utilizing computers, databases and information technology systems for researching the answers to questions in a customer service, help desk or public information capacity may be substituted on the basis of one year of NYC government work experience for two years of the experience described in "2" above. College credit may be substituted for the experience in a customer service, help desk or public information capacity on the basis of 30 semester credits for each year of the experience described in "2" above. However, all candidates must possess a four-year high school diploma or its educational equivalent

Preferred Skills:

- Knowledge of Microsoft Word, Outlook, Access and PowerPoint.
- Excellent oral and written communication skills.
- Knowledge of the City's Financial Management System (FMS) is preferred

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

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Post Date: 8/18/2023	Post Until: Until Filled	Job ID: 820-2023-599450
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