

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

Civil Service Title: Agency Attorney	Level: II	Title Code: 30087
Office Title: Law Clerk	Salary: \$71,423-82,137	
Division: Trials Division		
Unit: Law Clerks	Number of Positions: 1	
Work Location: 100 Church Street, New York, NY 10007	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:

The OATH Trials Division seeks to hire a Law Clerk to provide legal research and writing support to the OATH Administrative Law Judges. The Law Clerk will provide this research and writing assistance in relation to all matters that come before the OATH tribunal. The Law Clerk may also be designated by the Chief Administrative Law Judge to conduct pre-trial settlement conferences in certain proceedings.

Specific duties will include, but are not limited to:

- Legal research related to statutory and regulatory issues, including review of state and federal court caselaw and OATH Trials Division precedent;
- Writing summaries and analyses of parties' legal arguments, presentations of facts, and exhibits;
- Writing draft reports and recommendations and memorandum decisions, including decisions on motions, for review by the Chief Law Clerk and Administrative Law Judges;
- Participating in group meetings and discussions with other Law Clerks and the Administrative Law Judges;
- Maintaining an organized docket of assignments and meeting deadlines assigned by the Chief Law Clerk; and
- Engaging in correspondence and communications with attorneys, agency representatives, and pro se respondents as needed.

Law Clerks will work under supervision of the Chief Law Clerk, and with the Administrative Law Judges on specific assignments, with latitude for independent initiative and judgment.

Please note: Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Preferred Skills:

Preference will be given to candidates who can demonstrate excellent writing, legal research, analytical skills and demonstrated interest in administrative law.

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

NOTE:

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.

Post Date: 6/30/2022	Post Until: Until filled	Job ID: 820-2022-538167/53
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OATH and the City of New York are Equal Opportunity Employers