

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

Civil Service Title: Principle Administrative Associate	Level: 01	Title Code: 10124
Office Title: Cashier Supervisor	Salary: \$47,418 – \$69,462	
Division: Clerk's Office		
Work Location: 66 John Street.	Number of Positions: 1	
	Hours/Shift: Day shift - 35 hrs/week minimum	

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. The Cashier Supervisor's duties will include, but are not limited to: answering customer questions regarding account status, acceptable forms of payment and other related issues, processing cash, checks, money orders, and credit/debit card payments received from respondents at the Cashier Windows, entering updated summonses and fees into automated system, handling a large amount of money and reconciling payments with all transaction receipts at the end of their shift, assisting in all aspects of processing cases efficiently and perform other related clerical duties, record and reconcile daily lockbox receipts, review, confirm and ensure all documentation is complete and accurate, prepare monthly reports and ensure tracking logs are maintained, ensure all functions within the unit are completed within the prescribed time frames and documentation is scanned and filed, research and respond to inquiries in a timely manner, process and review spreadsheets for high volume respondents to ensure payment are applied correctly, assist with training staff and implementing policies and procedures, and respond to public inquiries and requests via telephone, e/mail, and in person.

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

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

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 organizational, oral and written communication skills.
4. History of volunteerism, such as service in the AmericCorps or Peace Corps, is viewed favorably.

To Apply:

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.

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>). 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

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Post Date: 2/13/2023	Post: 4/16/2023	JVN: 820-2023-575056
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OATH and the City of New York are Equal Opportunity Employers