

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

Civil Service Title: Principle Administrative Associate	Level: 02	Title Code: 10124
Office Title: Branch Manager	Salary: \$53,057 – \$77,124	
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 Community Coordinator will function as the Deputy to the Branch Manager and interact with members of the community who find themselves at OATH and need information as to how to proceed. He/she will ensure that all members of the public appearing at OATH understand the adjudication process, as well as be able to provide case information or other information and assistance to members of the community appearing at OATH. This person will also supervise those who address, investigate, and attempt to resolve complaints from the public appearing 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. OATH seeks to hire a seasoned and dynamic person for this position. The ideal candidate is an ambitious and energetic individual who enjoys the growth opportunities afforded by OATH’s ongoing commitment for positive institutional change, technological enhancement, and maximizing the public’s access to justice. The successful candidate must have the ability to work with a fast paced, high volume case load and perform within tight deadlines. Responsibilities include but are not limited to:

- Significant contact with the general public to explain case procedures, assist in the preparation and filing of case materials and resolution of complaints;
- Working closely with the Branch Manager and Adjudications personnel to maximize the efficiency of the tribunal and minimize the wait time to service the community members who appear at OATH.

- Responding promptly and courteously to public inquiries and concerns
- Ensure accurate information is provided to members of the community who have been issued summonses so they understand what they need to do;
- Perform responsible clerical operations for all aspects of processing cases when members of the public appear for hearings;
- Maintain procedures to ensure that cases are processed and decisions rendered in a timely manner;
- Perform data entry and retrieval using automated systems and databases to provide information to the community regarding their cases;
- Assisting with supervision of all clerical staff, ensuring that their work is performed accurately and efficiently;
- Preparing daily, weekly, monthly, and/or yearly and other reports as required;
- Handle special assignments and projects including, but not limited to, to oral and/or written presentations.

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: 5/14/2023

JVN: 820-2023-574472

OATH and the City of New York are Equal Opportunity Employers