

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

<b>Civil Service Title: Special Officer</b>	<b>Level:</b>	<b>Title Code: 70810</b>
<b>Office Title: Special Officer</b>	<b>Salary: \$34,834 – \$42,193</b>	
<b>Division: Administration</b>		
<b>Unit: Operations</b>	<b>Number of Positions: 1</b>	
<b>Work Location: Citywide</b>	<b>Hours/Shift: Day shift - 40 hrs/week minimum</b>	

**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 is seeking an ambitious, energetic and experienced individual who embrace positive institutional change and fostering professionalism to serve as Special Officer. Under the supervision of OATH's Security Manager, the Special Officer provides physical security, safety, loss prevention and maintenance of order in accordance with agency orders and procedures. Specific duties will include, but are not limited to:

- Patrols designated areas of assigned locations to maintain order, preserve the peace and safeguard life and property against fire, vandalism and theft;
- Gives routine information to visitors and directs them to the proper individuals, etc.;
- Prepare and write incident reports, maintain daily logs and documents safety hazards and conditions;
- Screens employees and visitors, operates and monitors security equipment;
- Ensuring health and safety protocols are met by members of the public;
- Discourages and ejects disorderly persons and when appropriate, arrests violators on premise. Transports, escorts and/or arranges for transport of persons in custody to police precinct. Prepares and transmits all necessary documents relating to the arrest.

**Special Note:**

Only candidates who are currently serving as a permanent Special Officer with the City of New York or who have taken the exam and are reachable on the certification list should apply.

**MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE**

1. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization; and
2. Individuals serving in this title are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, all must be qualified to serve as Peace Officers. Incumbents must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Once obtained, this certification must be maintained for the duration of employment.

**PREFERRED SKILLS**

- Outstanding interpersonal and communication skills;
- Strong report writing skills;
- Strong organizational skills;
- A valid New York State motor vehicle driver license
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

**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](http://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](http://www.nyc.gov/oath)

<b>Post Date: 2/21/2023</b>	<b>Post: 4/22/2023</b>	<b>JVN: 820-2023-575900</b>
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**OATH and the City of New York are Equal Opportunity Employers**