

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

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| Civil Service Title: Agency Attorney | Level: III | Title Code: 30087 |
| Office Title: Agency Attorney | Salary: \$79,620 - \$91,563 | |
| Division: Hearings | | |
| Work Location: TBD | Number of Positions: 5 | |
| | Hours/Shift: 35 hrs/week minimum | |

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 ideal candidate is an ambitious, energetic and experienced attorney who enjoys the growth opportunities afforded by OATH's ongoing commitment to positive institutional change, technological enhancement, and maximizing the public's access to justice. The Staff Attorney must have the ability to work in a fast-paced environment and work effectively within tight deadlines.

Specific duties will include, but are not limited to:

- Adjudicating all types of administrative hearings (as necessary).
- Assisting in directing the legal operation of the office including, but not limited to, ensuring the quality and consistency of all legal decisions rendered by the office, coordinating daily assignments of Hearing Officers, and performing legal review and other administrative duties.
- Maintaining procedures to ensure that cases are heard, and decisions rendered in a timely manner.
- Maintaining procedures, including databases or other systems, to effectively manage productivity, timeliness, and staffing needs.
- Handling special assignments and projects, including, but not limited to, oral and/or written presentations.
- Knowledgeably and accurately conveying agency policy to the public.
- Ensuring cooperative interaction between the office's administrative and legal personnel.
- Act as legal advisor to office's administrative personnel and cooperatively interact with office's administrative personnel.

Qualification Requirements

1. Admission to the New York State Bar and certificate of good standing; and either 2 or 3 below.
2. Three years of satisfactory United States legal experience subsequent to admission to any state bar; and/or
3. Three years of satisfactory service as an Agency Attorney Level II or III.

Preferred Skills

1. Outstanding interpersonal and communication skills.
2. Excellent writing, legal research and analytical skills
3. Strong organizational, management and training skills.
4. Supervisory experience preferred.
5. Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.

To Apply:

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: 5/12/2023 | Post: Until filled | JVN: 820-2023-586686 |
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OATH and the City of New York are Equal Opportunity Employers.