

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

Civil Service Title: Principal Administrative Associate	Level: I	Title Code: 10124
Office Title: Administrative Assistant	Salary: \$47,418 - \$60,000	
Division: Special Education Hearings Division	Number of Positions: 6	
Work Location: 66 John St., New York, NY (subject to change)	Hours/Shift: full time	

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. OATH is seeking to hire an Administrative Assistant for the newly established Special Education Hearings Division. The Administrative Assistant will be assigned to assist Special Education Hearing Officers adjudicating legal proceedings pursuant to the federal Individuals with Disabilities Education Act (IDEA).

The Administrative Assistant will be required to multi-task in a fast-paced environment, use sound judgement based on knowledge of OATH's policies and procedures, provide courteous and professional service to the public.

Responsibilities will include, but are not limited to:

- Coordinate communication between parents, the Department of Education and the Special Education Hearings Division, by phone, email, and in formal written correspondence.
- Field inquiries from the public.
- Maintain accurate message taking, scheduling, and perform and oversee related clerical tasks.
- Prepare highly confidential material in set office formats.
- Make revisions of legal documents and transcripts.
- Preparing and distributing correspondence.
- Prepare all written materials accurately and with correct spelling and grammar.
- Perform data entry, scanning, and filing electronic documents into databases.
- Using agency recording software and headphone equipment.
- Providing support for all other related support functions and tasks assigned.

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. Familiarity the operations and structure of court or administrative tribunal systems.
2. Experience working in an office setting and dealing with members of the public.
3. Excellent oral and written communication skills.
4. History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply online via *NYC Jobs* 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

Post Date:

Post: Until filled

JVN: 820-2020-000014

OATH and the City of New York are Equal Opportunity Employers