

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

Civil Service Title: SUMMER COLLEGE INTERN	Level:	Title Code: 10234
Office Title: Administrative Policy Analyst Intern	Salary: \$525 to \$612.50 per week (\$15.00 to \$17.50 per hour)	
Division: Administration		
Unit: Administration	Number of Positions: 1	
Work Location: 100 Church St	Hours/Shift: 9 AM to 5 PM	

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 Administration division of OATH requires assistance in documenting current operational policies and procedures. The Policy Analyst Intern will gain valuable, applicable experience in process documenting these internal operations within the Administration team and give the chance to provide input into internal policy and operational procedure development. Doing so will expose the intern to various operations withing functions of procurement, budget, data analytics, human resources recruitment, timekeeping, payroll, facilities, and physical security management.

The entire policy analysis documentation cycle will require strong listening skills, logical thinking, empathy, and the ability to communicate in simple writing. The ideal candidate will be able to keep the interviewed subject matter expert focused on the entire workflow and possess excellent communication, writing, and documentation skills. At the end of the internship, the intern will be expected to develop a collection of various “how to” policies and documentation that future new staff members can refer to for training.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

Candidates must be currently enrolled in a graduate or undergraduate degree program in an accredited college, university or law school. Recent graduates of undergraduate programs are also eligible.

Preferred Skills:

- Preferred majors include Public Administration, Public Policy, Technical Systems Engineering, Business Management, Project Management, or any similarly skilled type major;
- Excellent customer or relationship management skills;
- Excellent written communication and documentation skills;
- Excellent communication skills with professionals of highly complicated procedures;
- Familiarity with policy and procedure documentation in civilian or military organizations experience a plus;
- Outstanding proficiency in Microsoft Visio or other process management software.

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 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.

FOR SUMMER INTERNSHIPS ONLY
Interested candidates should submit a cover letter and resume to HROATH@oath.nyc.gov
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: 3/13/2023	Post Until: Until filled	Job ID: 820-2023-578869
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OATH and the City of New York are Equal Opportunity Employers