

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

<b>Civil Service Title:</b> Clerical Associate	<b>Level:</b> III	<b>Title Code:</b> 10251
<b>Office Title:</b> Clerical Associate	<b>Salary:</b> \$39,763-\$45,728	
<b>Division:</b> Hearings		
<b>Unit:</b> RHU/SMP	<b>Number of Positions:</b> 1	
<b>Work Location:</b> 66 John St., New York, NY 10038	<b>Hours/Shift:</b> 35 hrs/week	

**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 seeking to hire one (1) Clerical Associate to work in its Remote Adjudication and Special Motions Part Unit.

Specific duties will include, but are not limited to:

- Data entry using automated office systems;
- Receive, sort and screen mail from correspondence;
- Respond to public inquiries and requests via telephone;
- Evaluate correspondence requests for information regarding case reschedules, copies of violations/case decisions and address changes;
- Filing using alphabetical and numerical procedures;
- Batch Motion to Vacate requests;
- Update case information as appropriate;
- Send proper correspondence to applicant if case is not eligible for a Motion to Vacate or remote adjudication;
- Enter stay processing and decision result in Access and AIMS databases.
- Reschedule cases in AIMS and ATAS databases.
- Performing other tasks as assigned.

***Special Note:***

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

**MINIMUM QUALIFICATIONS**

- A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.
- Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Preferred Skills:**

- Good organizational and communication skills
- Ability to work independently
- Have proficiency in Microsoft Word, PowerPoint, Visio Access, Outlook, and Excel
- Be able to handle confidential matters
- 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.

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.

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:</b> 7/21/2023	<b>Post Until:</b> Filled	<b>Job ID:</b> 820-2023-594376
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