

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

Civil Service Title: Clerical Associate	Level: IV	Title Code: 10251
Office Title: Clerical Associate	Salary: \$50,287	
Division: Hearings Division		
Unit: Remote Hearing Unit	Number of Positions: 1	
Work Location: 66 John Street, NY, NY 10038	Hours/Shift: Day Shift - 35 hours/week	

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 an independent, central administrative law court with two divisions: The OATH Trials Division and The OATH Hearings Division. The OATH Trials Division adjudicates a wide range of complex matters referred by City agencies. OATH's Hearings Division conducts hearings on summonses including health, safety and quality of life matters that are filed by 17 different City agencies. OATH Hearings are conducted by Hearing Officers.

The OATH Remote Hearings Unit seeks to hire a full-time Community Associate Associate to work in the Remote Hearing Unit to assist with the day-to-day operations of the Remote Hearings Unit. Community Associates work under supervision, with limited latitude for independent judgment, and perform clerical and related work. Specific duties will include, but are not limited to:

- Assisting with special assignments and projects;
- Data entry using automated office systems;
- Receive, sort and screen mail from correspondence;
- Responding to public inquiries and requests via telephone;
- Evaluate correspondence requests for information regarding case reschedules, copies of violations/case decisions and address changes;
- Clerical work involving filing using alphabetical and numerical procedures;
- Batch Motion to Vacate requests;
- Assign numbers to the batched requests;
- Send proper correspondence to applicant if case is not eligible for a Motion to Vacate or mail adjudication;
- Enter stay processing and decision result in Access database.
- Reschedule cases

***** In order to be considered for this position candidate must be serving permanently in the title of Clerical Associate or reachable on an active DCAS Civil Service List or promotional list *****

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

QUALIFICATION REQUIREMENTS

- 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:

The ideal candidate should be hard-working, ambitious, and excited by the opportunity to work in a complex environment undergoing a period of rapid organizational growth and institutional change. In addition to meeting the minimum Qualification Requirements, the candidate should possess outstanding interpersonal and communication skills; excellent writing and strong organizational skills; and a strong facility with computers and computer applications

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

Post Date: 5/26/2023

Post: Until Filled

JVN: 820-2023-588499

OATH and the City of New York are Equal Opportunity Employers