

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

Civil Service Title: COLLEGE AIDE	Level:	Title Code: 10209
Office Title: Clerk's Office College Aide	Salary: \$15.50 to \$17.30 per hour	
Division: Clerk's Office		
Unit: Multiple	Number of Positions: 4	
Work Location: Citywide	Hours/Shift: PT / 17 Hours Per 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 seeks to hire College Aides to assist with the day to day operations of the Clerk's Office and Remote Hearings. Under supervision, College Aides perform a variety of administrative assignments in relation to recordkeeping and filing using alphabetical & numerical procedures. The College Aide may assist agency staff with the timely processing of summonses for hearings. In addition, this person may respond to public inquiries and requests via telephone, greet the public, perform data entry transactions on a computer; evaluate correspondence requests regarding reschedules, copies of violations/case decisions and address changes, motions to vacate; entering stay processing and decision result in Access database; processing address changes; and processing cases for adjudication.

The College Aide will be expected to report in person at least once per week for several hours. During the school year, College Aides will be authorized to work up to 17 hours per week and authorized to work up to 35 hours per week during breaks in the school year. NYC residency is required within 90 days of starting and matriculation in a degree bearing program must continue during the duration of employment which cannot exceed 6 years in the title.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

SPECIAL NOTE

Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

Preferred Skills:

- Excellent organizational and communication skills.
- Ability to work independently and within groups.
- Experience using computers.
- 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 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: 4/21/2023	Post Until: Until Filled	JVN: 820-2023-584187
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OATH and the City of New York are Equal Opportunity Employers