

**The City of New York
Office of Administrative Trials and Hearings
Job Vacancy Notice**

Civil Service Title: Executive Agency Counsel	Level: M1
Title Code No: 95005	Salary: 100,000 -115,000
Office Title: Managing Attorney	Work location: 9 Bond Street. Bklyn
Division: Hearings Division	Number of Positions: 1

Hours/Shift: 35 hrs/week minimum

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 ideal candidate is an experienced attorney with a track record of effective management who is ambitious, energetic and enjoys the growth opportunities afforded by ECB's ongoing commitment to positive institutional change, technological enhancement, and maximizing the public's access to justice. Most importantly, the Manager must be adept at analyzing, streamlining and, when necessary, modifying existing procedures and processes to achieve institutional efficiency, accountability, and professionalism.

Specific duties will include, but are not limited to:

- Assisting in directing the legal operation of the office including, but not limited to, ensuring the quality and consistency of all legal decisions rendered by the office, coordinating daily assignments of Hearing Officers and, and performing legal review and other administrative duties.
- Adjudicating all types of administrative hearings (as necessary).
- Maintaining procedures to ensure that cases are heard and decisions rendered in a timely manner.
- Maintaining procedures, including databases or other systems, to effectively manage productivity, timeliness, and staffing needs.
- Handling special assignments and projects including but not limited to oral and/or written presentations.
- Knowledgeably and accurately conveying agency policy to the public.
- Ensuring cooperative interaction between the office's administrative and legal personnel.
- Act as legal advisor to office's administrative personnel and cooperatively interact with office's administrative personnel.

Qualification Requirements

1. Admission to the New York State Bar and certificate of good standing; and either 2 or 3 below.
2. Three years of satisfactory United States legal experience subsequent to admission to any state bar; and/or
3. Three years of satisfactory service as an Agency Attorney Level II or III.

Preferred Skills

- Outstanding interpersonal and communication skills.
- Excellent writing, legal research and analytical skills
- Strong organizational, management and training skills.
- Supervisory experience preferred.
- Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.

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: 5/23/2023

Post: Until Filled

JVN: 820-2023-588089

OATH and the City of New York are Equal Opportunity Employers.