

**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: MEND Intake Coordinator (Summer Intern)	Salary: \$525 to \$612.50 per week (\$15.00 to \$17.50 per hour)	
Division: Public Affairs		
Unit: Public Affairs	Number of Positions: 1	
Work Location: 66 John Street	Hours/Shift: 35	

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 successful candidate will serve as a key team member for New York City's innovative government sponsored community mediation program, Mediating Establishment and Neighborhood Disputes (MEND NYC), helping to perform intake and interviews of parties in conflict and help them to agree to mediate their disputes in order to improve quality of life in their shared environments and neighborhoods. They will answer emails from the public and make phone calls and fill out intake forms. They will also keep tracking sheet up to date with contact information of interested parties and keep track of the number of times they have reached out to the parties to try to get them to agree to mediation.

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:

- Highly organized
- Excellent email writing
- Excellent phone etiquette
- Patient and good listener
- Knowledge of google docs is a plus.

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: 820-2023-578873
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OATH and the City of New York are Equal Opportunity Employers