

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

Civil Service Title: Agency Attorney	Level: III	Title Code: 30087
Office Title: Appeals Officer	Salary: \$91,563 to \$100,000	
Division: Appeals		
Unit: Appeals	Number of Positions: 1	
Work Location: 9 Bond Street, Brooklyn	Hours/Shift: 35 hours/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:

The OATH Appeals Division seeks an experienced attorney to serve as a full-time Appeals Officer. The Appeals Division reviews appeal requests and drafts appeal decisions relating to administrative hearings in which persons or businesses contest charges that they have violated City laws that protect health, safety, and a clean environment. Appeals may involve complex cases, large amounts of money, significant precedents, novel and complicated determinations of law and fact, and significant legal and policy implications for the City.

Specific duties will include, but are not limited to:

- Reviewing requests to appeal, hearing records, and answers, and performing legal research in order to draft timely issued decisions on appeals from Hearings Division hearing determinations.
- Reviewing appeal decisions and critiquing plans for appeal decisions drafted by per diem attorneys.
- Timely entering and updating data in case management databases and systems.
- Preparing letters and memoranda relating to the appeals process as needed.
- Reviewing and critiquing plans and drafts prepared by interns and graduate fellows.
- Assisting in the operation of the Appeals Division as well as in special projects as assigned.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. Admission to the New York State Bar: and either 2 or 3 below.
2. Two years of satisfactory service as an Agency Attorney Level I or Agency Attorney Level II; or
3. Three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Preferred Skills:

- Excellent writing, legal research, and analytical skills.
- Outstanding interpersonal and communication skills.
- Strong organizational skills.
- Ability to work independently and in teams.
- Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.
- Experience with administrative tribunals.
- 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.

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: 7/13/2023	Post Until: Until Filled	Job ID: 820-2023-593334
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OATH and the City of New York are Equal Opportunity Employers