

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

Civil Service Title: Principal Administrative Associate	Level: I	Title Code: 10124
Office Title: Facilities & Security Coordinator	Salary: \$47,418-\$54,531	
Division: Administration		
Unit: Operations	Number of Positions: 2	
Work Location: Various Citywide Locations	Hours/Shift: Day shift - 35 hrs/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 is seeking an ambitious, energetic and experienced individual who enjoys growth opportunities afforded by OATH's ongoing commitment to positive institutional change and fostering professionalism to serve as a Facilities & Securities Coordinator. He or she should relish the wide range of operational challenges presented in a period of rapid organizational growth and institutional change. The candidate will perform duties under the general supervision of the Senior Facilities & Security Coordinator. The duties will include, but are not limited to:

- Serving as a liaison with the borough offices and central office by overseeing the facility on a day-to-day basis to ensure that the physical space is orderly, well maintained and secure;
- Ensuring a safe, clean, modern and professional customer friendly environment for community trainings;
- Ensuring health and safety protocols are met;
- Identify and report repair needs and incidents; coordinate repair work with the central office, property managers and vendors;
- Assist with physically relocating equipment, records and moves;
- Schedule, support, monitor, track and approve vendor service activities;
- Monitor traffic flow and CCTV system to ensure the safety of respondents and community service participants;

Monitor security access control system and security personnel in order to foster a community atmosphere.

Special Note:

Only candidates who are currently serving as a permanent Principal Administrative Associate with the City of New York or who have taken the exam and are reachable on the certificate list should apply

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Skills:

- Strong organization and communication skills;
- Proficiency in Excel and Word;
- Must be detail-oriented, accurate, and possess good interpretive skills;
- Must be responsive; possess effective people skills; and have the ability to work with employees at all levels.
- Prior supervisory experience preferred
- 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.

NOTE:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Post Date: 6/2/22

Post Until: Filled

Job ID: 820-2022-534310/45