

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

Civil Service Title: Public Records Aide	Level: 1	Title Code: 60215
Office Title: Penalty Processing Unit Clerk	Salary: 37,397 - 43,007	
Division: Hearings		
Unit: Clerk's Office/PPU	Number of Positions: 1	
Work Location: 66 John St, New York, NY 10038	Hours/Shift: Full-Time	

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's Clerk's Office seeks to hire a Public Records Aide to work in the Penalty Processing Unit to process fines and fees. Public Records Aides work under supervision, with limited latitude for independent judgment, and perform clerical and related work. Specific duties will include, but are not limited to:

- Entering records into a database for easy tracking and retrieval purposes.
- Assisting in updating inventory lists for records management.
- Responding to public inquiries and requests via telephone, in person and mail.
- Assisting in the retrieval of documentation and archived material for FOIL requests.
- Researching unapplied payments.
- Referring overpayments for refund.
- Receiving, opening, sorting and distributing mail and electronic mail to appropriate parties.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of full-time experience in the receiving, retrieving, distributing or disposing of records, archival or library materials; or
2. An associate degree or 60 semester credits from an accredited college; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent.

Preferred Skills:

- Knowledge of Microsoft Word, Outlook, Access and PowerPoint.
- Excellent oral and written communication skills.
- Knowledge of the City's Financial Management System (FMS) is preferred.

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

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Post Date: 7/27/2023	Post Until: Until Filled	Job ID: 820-2023- 595337
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OATH and the City of New York are Equal Opportunity Employers