

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

<b>Civil Service Title: Hearing Officer (Per Session)</b>	<b>Level:</b>	<b>Title Code: 95937</b>
<b>Office Title: Hearing Officer</b>	<b>Salary: \$47.56 - \$51.27 per hour</b>	
<b>Bureau: Adjudications</b>		
<b>Division: OATH Hearings Division Tribunals</b>	<b>Number of Positions: 34</b>	
<b>Work Location: Various locations City wide</b>	<b>Hours/Shift: Day shift - 17 hrs/week</b>	

**JOB DESCRIPTION**

A Hearing Officer (per session), under the direction of a Managing Attorney, conducts hearings and writes decisions in cases involving alleged violations of local laws and the rules of the City of New York or other laws or rules within OATH's Hearings Division Tribunal jurisdiction. These areas of jurisdiction include, but are not limited to, violations involving cleanliness of the streets; disposal of waste; street vendors; restaurant, public health and environmental sanitation cases brought under the New York City Health Code; use of parks property; air, noise and water pollution cases; the Building and Fire Code violations; violations of consumer protection laws; violations of the laws and rules governing taxi, limousine, para-transit and commuter van services; and violations of the Criminal Justice Reform Act (CJRA). When assigned to appeals unit, Hearing Officers assist in the review and preparation of appeals decisions.

**QUALIFICATION REQUIREMENTS**

1. A license to practice law in the State of New York, which must be maintained; and
2. Three years of recent satisfactory relevant legal experience subsequent to admission to the bar.

**NOTE: No incumbent shall work more than 17 hours per week in any two consecutive weeks, or more than 1,000 hours per year.**

**Preferred Skills**

**History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.**

**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>). In addition, a writing sample should be submitted to [HROATH@oath.nyc.gov](mailto:HROATH@oath.nyc.gov) with the candidate's name and JVN number noted in the subject line. 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](http://www.nyc.gov/oath)**

<b>Post Date: 6/26/17</b>	<b>Post: Until Filled</b>	<b>JVN: 820-2017-292307</b>
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**OATH and the City of New York are Equal Opportunity Employers**