

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

Civil Service Title: Hearing Officer (Per Session)	Level:	Title Code: 95937
Office Title: Hearing Officer	Salary: \$53.75-\$57.99 per hour	
Division: Hearings Division and Appeals Division		
Work Location: Remote	Number of Positions: 15	
	Hours/Shift: Day shift – 1,000 hrs/annum	

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 seeks attorneys to serve as Hearing Officers in its Hearings Division and Appeals Division. The ideal candidate is an ambitious, energetic and experienced attorney who enjoys the growth opportunities afforded by OATH’s ongoing commitment to positive institutional change, technological enhancement, and maximizing the public’s access to justice. Hearing Officers must have the ability to work in a fast-paced environment and work effectively within tight deadlines.

Specific duties will include, but are not limited to:

- Adjudicating all types of administrative hearings (as necessary).
- Maintaining procedures to ensure that cases are heard, and decisions rendered in a timely manner.
- Knowledgeably and accurately conveying agency policy to the public.

Hearing Officers are scheduled on the needs of the agency. Hearing Officers will be working off site. If assigned to the Hearings Division, Hearing Officers will be conducting hearings remotely by phone. If assigned to the Appeals Division, Hearing Officers will be reviewing written appeal requests and writing appeal decisions. Hearing Officers will be using their own computer and phone.

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.
3. The Hearing Officer will be working off site and will have to be a self-starter.

Preferred Skills

1. Outstanding interpersonal and communication skills.
2. Excellent writing, legal research and analytical skills
3. Strong organizational skills.
4. Supervisory experience preferred.
5. Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.

To Apply:

Interested candidates should apply online via *NYC Careers* on the NYC.gov website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). 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: 4/4/2023

Post: Until filled

JVN: 820-2023-582216

OATH and the City of New York are Equal Opportunity Employers.