

ADMINISTRATIVE LAW JUDGE

General Statement of Duties and Responsibilities:

Under general supervision of the Chief Administrative Law Judge and with full latitude to exercise independent judgement, is responsible for conducting formal hearings pursuant to the local ordinances and statutes of the City and State of New York; for preparing written summaries and analyses of the hearings and for formulating written recommendations for the heads of city agencies for the disposition of the issues presented; performs related work.

Examples of Typical Tasks:

Is responsible for presiding at disciplinary trials involving charges of misconduct or incompetence on the part of city employees; at license issuance, cancellation, suspension or revocation proceedings; at contract default proceedings where such proceedings are required by law or contract, disability hearings, preferred status disqualification hearings, and at such other due process proceedings as any city agency, board or commission may request.

Is responsible for assuring that a complete and legally sufficient record is compiled, that at the conclusion of each proceeding an opinion is written, making findings of fact based on an analysis of the testimony and other evidence and recommending action to be taken by the head of the agency, board or commission that referred the matter to the Office of Administrative Trials.

Is responsible for being informed of the laws, rules, regulations, procedures and precedents affecting each agency the Office of Administrative Trials serves.

Qualification Requirements:

1. A license to practice law in the State of New York and not less than five (5) years of recent full-time relevant legal experience gained subsequent to Bar admission or
2. A satisfactory equivalent

Lines of Promotion:

None. This class of position is classified in the non-competitive class.