

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

Civil Service Title: Executive Agency Counsel	Level: II	Title Code: 95005
Office Title: Deputy Chief Clerk	Salary: \$125,000 - \$139,652 Annual	
Division: Clerk's Office		
Unit: Clerk's Office	Number of Positions: 1	
Work Location: 66 John Street, New York, NY 10038	Hours/Shift: 35 Hours/Week	

JOB DESCRIPTION

The Office of Administrative Trials and Hearings ("OATH") is seeking a seasoned attorney and dynamic leader to be the Deputy Chief Clerk for the newly created Clerk's Office. The Deputy Chief Clerk will oversee the daily operations of the clerical and administrative functions in each of OATH's Hearing locations throughout the five boroughs, including, revenue, post hearing unit, correspondence, call center, intake and the calendaring of cases. The Deputy Chief Clerk may be required to travel to the Hearings Division's five borough offices, based upon the Division's needs.

The responsibilities of the Deputy Chief Clerk include but are not limited to:

- Developing, implementing and maintaining the office's standards and protocols
- Establishing and maintaining procedures to ensure the prompt intake and processing of cases and the timely dissemination of decisions and other post adjudication correspondence
- Maintaining procedures, including databases or other systems, to effectively manage productivity, timeliness and staffing needs
- Establishing effective working relationships and cooperative interaction with the legal support personnel
- Establishing cooperative communication with and acting as liaison to the Adjudication Division
- Interpreting rules and agency standards and policies to staff and respondents, when necessary
- Conducting periodic assessment of units to ensure optimum efficiency and effectiveness of policies
- Performing special assignments and projects including but not limited to oral and/or written presentations
- Working proactively and independently to solve difficult issues that may arise

QUALIFICATION REQUIREMENT

- Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.
- Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills:

Candidates must demonstrate:

- Outstanding interpersonal and communication skills
- Excellent writing, legal research and analytical skills
- Strong organizational skills
- Strong management and training skills
- Strong computer skills in Microsoft Word, Access, Outlook, Excel, PowerPoint and case management applications
- 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>). 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:	Post:	JVN: 820-2020-000014
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OATH and the City of New York are Equal Opportunity Employers