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

Civil Service Title: Agency Attorney
Level: III
Title Code: 30087

Office Title: Agency Attorney
Salary: $79,620-$91,563

Division: Hearings
Number of Positions: 1

Work Location: 31-00 47th Ave 3rd floor
Hours/Shift: 35 hrs/week minimum

Job Description

The City of New York Office of Administrative Trials & Hearings (OATH) is a rapidly expanding and fast-paced tribunal that conducts administrative hearings for summonses that are issued by a wide range of enforcement agencies, boards, and commissions. OATH is seeking a seasoned attorney and dynamic leader to be a Staff Attorney in the Hearings Division. OATH’s hearing officers are responsible for adjudicating over 200,000 health, safety, and environmental violations each year. The Agency Attorney will assist the Managing and Deputy Managing Attorney with all aspects of the office’s administrative and legal operations.

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. The Agency Attorney 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).
- Assisting in directing the legal operation of the office including, but not limited to, ensuring the quality and consistency of all legal decisions rendered by the office, coordinating daily assignments of Hearing Officers, and performing legal review and other administrative duties.
- Maintaining procedures to ensure that cases are heard, and decisions rendered in a timely manner.
- Maintaining procedures, including databases or other systems, to effectively manage productivity, timeliness, and staffing needs.
- Handling special assignments and projects, including, but not limited to, oral and/or written presentations.
- Knowledgably and accurately conveying agency policy to the public.
- Ensuring cooperative interaction between the office’s administrative and legal personnel.
- Act as legal advisor to office’s administrative personnel and cooperatively interact with office’s administrative personnel.

Qualification Requirements

1. Admission to the New York State Bar and certificate of good standing; and either 2 or 3 below.
2. Three years of satisfactory United States legal experience subsequent to admission to any state bar; and/or
3. Three years of satisfactory service as an Agency Attorney Level II or III.

Preferred Skills

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

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: Until filled JVN: 820-2022-000006

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