Civil Service Title: Clerical Associate

Office Title:  Clerical Associate

Division:  Hearings

Unit:  RHU/SMP

Work Location:  66 John St., NY NY 10038

Salary:  $17.98-$20.68/hour

Level:  II

Title Code:  10251

Number of Positions:  1

Hours/Shift:  Part-time 35 hrs/week

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 seeking to hire one (1) Clerical Associate to work in its Remote Adjudication and Special Motions Part Unit.

Specific duties will include, but are not limited to:

• Data entry using automated office systems;
• Receive, sort and screen mail from correspondence;
• Respond to public inquiries and requests via telephone;
• Evaluate correspondence requests for information regarding case reschedules, copies of violations/case decisions and address changes;
• Filing using alphabetical and numerical procedures;
• Batch Motion to Vacate requests;
• Update case information as appropriate;
• Send proper correspondence to applicant if case is not eligible for a Motion to Vacate or remote adjudication;
• Reschedule cases in AIMS and ATAS databases.
• Performing other tasks as assigned.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE
A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Preferred Skills:

• Good organizational and communication skills
• Ability to work independently
• Have proficiency in Microsoft Word, PowerPoint, Visio Access, Outlook, and Excel
• Be able to handle confidential matters
• History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably

Only candidates who are currently serving as a permanent Clerical Associate with the City of New York or who have taken the exam and are reachable on the certificate list should apply

To Apply:
For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed.
For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

NOTE:
As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

OATH and the City of New York are Equal Opportunity Employers