### JOB DESCRIPTION:

The OATH Appeals Division seeks attorneys to serve as Law Clerks. The Appeals Division reviews appeal requests and drafts appeal decisions relating to administrative hearings in which persons or businesses contest charges that they have violated City laws that protect health, safety, and a clean environment. Appeals may involve complex cases, large amounts of money, significant precedents, novel and complicated determinations of law and fact, and significant legal and policy implications for the City.

Under supervision, with some latitude for independent judgment and unreviewed action and decision, Law Clerks will perform legal work, including the following:

- Legal research related to statutory and regulatory issues, including review of OATH Hearings Division precedent and state and federal court caselaw;
- Writing draft appeal decisions on appeals from Hearings Division determinations for review by Appeals Attorneys;
- Participating in group meetings and discussions with other Law Clerks and Appeals Attorneys;
- Timely entering and updating data in case management databases and systems;
- Preparing letters and memoranda relating to the appeals process as needed;
- Assisting in the operation of the Appeals Division as well as in special projects as assigned.

### MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Intern (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**Preferred Skills:**

- Excellent writing, legal research, and analytical skills.
- Outstanding interpersonal and communication skills.
- Strong organizational skills.
- Ability to work independently and in teams.
- Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

### 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](http://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.

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](http://www.nyc.gov/oath)

### 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.

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<table>
<thead>
<tr>
<th>Civil Service Title: Agency Attorney</th>
<th>Level: 1</th>
<th>Title Code: 30087</th>
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<tbody>
<tr>
<td>Office Title: Law Clerk</td>
<td>Salary: $63,228-$72,712</td>
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<tr>
<td>Division: Appeals</td>
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<tr>
<td>Unit: Appeals</td>
<td>Number of Positions: 2</td>
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<tr>
<td>Work Location: 9 Bond Street, Brooklyn</td>
<td>Hours/Shift: Monday to Friday 9 to 5</td>
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</tbody>
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**THE CITY OF NEW YORK**

**OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**

**CITYWIDE JOB VACANCY NOTICE**

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