

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**

TITLE: Agency Attorney Intern	LOCATION: 40 Rector Street, 6 th floor New York, NY 10006
TITLE CODE: 30086	NUMBER OF POSTINGS: 1
SALARY: \$52,482 Hiring Rate \$60,354 Incumbent Rate	(City employees with two or more years of service)

JOB VACANCY NOTICE

General Statement of Duties and Responsibilities:

Under supervision of the Senior Law Clerk, performs legal research and prepares memos of law. Assists the Administrative Law Judges in the preparation of decisions and based upon the hearing record and evidence, applying relevant statutes, case law and precedent.

Examples of Typical Tasks:

Performs legal research on case-related subjects for the Administrative Law Judges. Prepares summaries of hearing records, memoranda of law and drafts decisions and reports for the judges. Researches federal, state and local laws and agency rules and regulations. Prepares analyses of newly adopted or proposed laws and rules which may affect matters adjudicated by the Office of Administrative Trials and Hearings (OATH). Assists in maintaining a computerized on-line legal research database. Schedules and conducts conference telephone calls between the adversarial attorneys.

Qualification Requirements:

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

Special Note: This class of positions has a maximum two year term. Upon admission to the New York State Bar and completion of six months of service as an Agency Attorney Intern, personnel are eligible for appointment to Agency Attorney.

This position is classified in the Non-Competitive Class. City residency required within 90 days of appointment. Interested candidates should submit a resume and a writing sample to Karen Livingston, Director of Human Resources, Office of Administrative Trials and Hearings, 40 Rector Street, 6th floor, New York, NY 10006. No faxes please.

OATH AND THE CITY OF NEW YORK ARE EQUAL OPPORTUNITY EMPLOYERS

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