

**The City of New York
Office of Administrative Trials and Hearings/Environmental Control Board
Job Vacancy Notice**

Civil Service Title: Hearing Officer (Per Session)	Level: 00	
Title Code No: 95937	Salary: \$36.60 - \$39.47	
Office Title: Hearing Officer	Work location: Various	
Division/Work Unit: OATH/ECB	Number of Positions: Various	
Hours/Shift: Day		
Job Description		
<p>A hearing officer (per session) under the direction of a Managing Attorney, conducts hearings and writes decisions in cases involving alleged violations of local laws and the rules and regulations of the City of New York or other laws or rules within ECB's jurisdiction. Areas of ECB jurisdiction include violations involving cleanliness of the streets; disposal of waste; street vendors; air noise and water pollution; use of parks property; as well as Building and Fire Code violations. When assigned to appeals unit, under the direction of the chief of appeals, hearing officers assist in the review and preparation of appeals decisions.</p>		
Qualification Requirements		
<ol style="list-style-type: none"> 1. A license to practice law in the State of New York, which must be maintained; and 2. Three years of recent satisfactory relevant legal experience subsequent to admission to the bar. 		
NOTE:		
No incumbent shall work more than 17 hours per week in any two consecutive weeks, or more than 1,000 hours per year.		
New York City residency required within 90 days of appointment.		
Essential Skills		
To Apply:		
To apply, please submit your Cover Letter, Writing Sample and 3 copies of Resume to:		
<p>Ms. Karen Livingston, Director of Human Resources Office of Administrative Trials & Hearings 40 Rector Street, 6th floor New York, NY 10006</p>		
NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.		
Post Date: 10/28/2009	Post Until: 01/30/2010	JVN: 856-09-OATH024

OATH/ECB and The City of New York are Equal Opportunity Employers.