



OATH Legal Fellowship Program Fall 2015

<http://www.nyc.gov/oath>

New York City's Office of Administrative Trials and Hearings ("OATH") provides a neutral forum for conducting fair and timely administrative hearings for many City agencies, boards, and commissions

ABOUT OATH

OATH was established in 1979 to professionalize the administrative trial and hearing system serving New York City government. OATH is comprised of two divisions:

- **OATH Hearings Division** has jurisdiction to adjudicate Notices of Violation issued by numerous City agencies, such as the Department of Health and Mental Hygiene, Department of Buildings, or the Taxi & Limousine Commission, alleging violations of laws concerning public health, safety, and the environment
- **OATH Trials Division** adjudicates a wide range of matters, including human rights, discrimination, and civil service disciplinary cases, car seizures, license revocations and complex contractual disputes

OATH also trains administrative law judges through its **Administrative Judicial Institute**

ABOUT THE FELLOWSHIP

OATH hosts postgraduate fellows for a 12 week period, for 20 hours per week, with two possible 8-week extensions.¹ Fellows work with OATH's Office of the General Counsel and the four tribunals, including the ECB Appeals Unit. Surrounded by a collegial and supportive environment, fellows will develop their drafting, research, communication, and analytical skills. Typical assignments include: preparing summaries of hearing records; drafting decisions based upon hearing records and relevant law; researching and drafting memoranda of law; preparing analyses of newly adopted or proposed laws and rules that may affect matters adjudicated at OATH; writing proposed rules; participating in policy discussions; providing support for the training of administrative law judges; and assisting in defending challenges to OATH decisions in state and federal court.

APPLICATION PROCESS

Postgraduates interested in applying should submit a cover letter explaining their interest, resume, writing sample (maximum 10 pages), and unofficial law school transcript. Applications should be submitted to the attention of Helaine Balsam, Deputy General Counsel, at internships@oath.nyc.gov. **Applications for fellowships accepted on a rolling basis.**

FUNDING

OATH does not provide funding. Arrangements for obtaining information from OATH required to receive outside funding must be made *before* the start of the fellowship.

¹ unless a law school has different timeframe requirements, which OATH will try to accommodate