

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: AGENCY ATTORNEY	Level: 01
Title Code No: 30087	Salary: \$53,181.00 / \$61,158.00* <i>*minimum with two years of continuous city service</i>
Office Title: Assistant Disciplinary Advocate	Work location: 42 Broadway, N.Y.
Division/Work Unit: Executive Staff	Number of Positions: 1
Job ID: 186235	Hours/Shift: 9:00am - 5:00pm

Job Description

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law, and also implements and enforces the new Paid Sick Leave Law by educating employers and employees on the rules and investigating complaints. In enforcing its laws, the agency provides mediation and restitution for consumer complaints.

DCA's Office of Financial Empowerment (OFE) assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at more than 30 Financial Empowerment Centers, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.

DCA seeks an attorney to serve as the Assistant Disciplinary Advocate Officer (the "Assistant DAO"), reporting directly to the Special Counsel to the Chief of Staff (the "Special Counsel")/Disciplinary Advocate Officer (the "DAO"). With some latitude for independent initiative and judgment, the Assistant DAO will support the Special Counsel/DAO by performing a wide variety of tasks, mostly of highly confidential and sensitive nature. In addition to conducting research and investigations, the Assistant DAO will assist with and participate in: enforcing the Department Code of Conduct internally; negotiating settlements; developing and providing training to staff on progressive discipline; reviewing Department policy and making recommendations for reform; representing the Department in employee grievance proceedings; and managing cases in which the Department is a defendant. The Assistant DAO may also be tasked with supervising an investigator or intern(s) who will assist the Assistant DAO in the performance of his or her duties.

Duties Include:

- Conducting highly confidential and sensitive investigations and interviews concerning the administrative misconduct and incompetence of agency officials or employees and violations of Agency and City rules and regulations by same;
- Assisting with the preparation and delivery of the Department's case in disciplinary conferences and hearings, including compiling and producing documents, and preparing witnesses;
- Serving as a second-chair or witness in Special Counsel or DAO meetings, conferences, arbitrations and hearings;
- Compiling, reviewing and evaluating case records and reports and making written recommendations when appropriate;
- Drafting, filing and handling service of correspondence and legal documents, including affidavits, subpoenas, motions, and briefs;
- Recommending and drafting stipulations of settlement when appropriate;
- Conducting research on all available research platforms;
- Assisting with developing and updating DAO manuals, forms, presentations and the Code of Conduct;
- Conducting trainings related to progressive discipline and the Code of Conduct;
- Evaluating requests for dual employment and other conflicts of interest related issues;
- Working with Human Resources on issues including time and leave policies;
- Liaising with other divisions and developing a knowledge of their operations and protocols as appropriate;
- Assisting with review of departmental and division policies and making recommendations for reform as appropriate;
- Assisting with the compilation and preparation of reports for the Department of Investigation;
- Tracking the Department's progress in its anti-corruption efforts;
- Maintaining confidential and sensitive DAO files and other written and electronic records;

- Managing, safekeeping and tracking the distribution of agency shields; and
- Performing other work for the Special Counsel/DAO as assigned.

The ideal candidate has high work standards, is detail-oriented and highly organized, and executes tasks with confidentiality, accuracy, efficiency, creativity and thoroughness. This position is for an attorney who enjoys investigations and compliance work; would like to work for City government; is seeking a position that employs legal skills but is not primarily a litigation position; has an interest in personnel issues and would enjoy being behind the scenes at a City agency and contributing to its performance. Although this position includes some litigation responsibilities, the position is not primarily a litigation post and does not focus primarily on the agency's substantive consumer protection work; attorneys interested in such work should check the agency's website for appropriate opportunities.

Qualification Requirements

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 Interne (30086).

Note:

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

PLEASE NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

Essential Skills

- Highest professional and ethical standards.
- Strong written and oral communication skills.
- Strong research and analytical skills.
- Excellent judgment.
- Ability to instill a professional culture.
- Outstanding inter-personal and organizational skills.
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems.
- Demonstrated problem-solving, and negotiation skills.
- Demonstrated strong organizational skills.
- Advanced knowledge of Microsoft Word, Excel, Outlook and PowerPoint and Adobe Acrobat programs.

To Apply:

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and search by Job ID number.

For Current City Employees: Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.
PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED. NOTE:
ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 03/06/2015

Post Until: Filled

DCA and the City of New York is an Equal Opportunity Employer.