

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

<b>Civil Service Title:</b> COMMUNITY COORDINATOR	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> \$47,703.00 / 54,858.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Legal Operations Coordinator	<b>Work Location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Legal Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 208154	<b>Hours/Shift:</b> 9:00 AM – 5:00 PM

**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.

Through its Office of Financial Empowerment, DCA assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at Financial Empowerment Centers across the City, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.

Effective April 1, 2014, under New York City's Earned Sick Time Act, most employers in New York City will be required to give their employees sick leave. DCA is charged with enforcement of this law. DCA is also responsible for enforcement of New York City's Transit Benefits law. Pursuant to that law, effective January 1, 2016, certain employers will be required to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits.

DCA's Legal Division is seeking a resourceful, proactive individual to serve as its Legal Operations Coordinator. This role involves considerable responsibility, efficiency, organization, ability to multi-task and stay ahead of anticipated needs. S/he will oversee the division's daily operational processes and workflow, assist with managing different types of communications, initiatives and projects, vendor management with various stakeholders and provide general support to the attorney and non attorney staff. The Legal Operations Coordinator's responsibilities are wide-ranging which include, but are not limited to:

- Perform data entry and reporting within DCA's proprietary databases
- Draft correspondence and legal documents to respondents, consumers and others
- Coordinate all aspects of the scheduling, filing and service of tribunal and/or court documents
- Organize the collection and storage of legal discovery evidence and other materials
- Research and compose written materials in a concise manner, including protocols
- Perform operational tasks such as copying, scanning, e-file creation, and mailings
- Arrange for divisional supply, equipment and other procurement needs
- Schedule and coordinate meetings, presentations, and other internal and external events
- Assist with recruiting and on-boarding tasks and serve as intern coordinator
- Participate in agency outreach and trainings for business education and consumer protection issues
- Perform other related tasks and special projects as directed

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**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.**

#### **Preferred Skills**

- Excellent verbal, written and professional interpersonal communication skills
- Strong analytical, problem-solving and time management skills
- Excellent judgment, discretion and ability to appropriately handle legal issues, privileged and confidential information, and highly sensitive documents
- Detail-oriented while meeting competing deadlines in a fast-paced environment and having the flexibility to shift priorities quickly, effectively and with accuracy
- Proficiency in Microsoft Office programs; ability to take notes and prepare meeting minutes. Word mail merge experience is highly desired
- Experience with Adobe Acrobat Professional software; work with pdf documents and files and ability to quickly learn new workflow methods and computer programs
- Knowledge and overall understanding of basic litigation practice and ability to read and understand legal rules and regulations
- Legal assistant, paralegal or office manager work experience preferred
- Must be able to read, write and speak English fluently

#### **To Apply**

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the 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:** 08/19/2015

**Post Until:** Filled

**DCA and The City of New York is an Equal Opportunity Employer**