

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

<b>Civil Service Title:</b> PARALEGAL AIDE	<b>Level:</b> 02
<b>Title Code No:</b> 30080	<b>Salary:</b> \$39,041.00/ \$44,897.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Litigation Support Associate	<b>Work Location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Paid Sick Leave Division (PSLD)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 230362	<b>Hours/Shift:</b> 9:00 AM – 5:00 PM

**Job Description**

\*\*\*IN ORDER TO BE CONSIDERED FOR THIS POSITION CANDIDATES MUST BE SERVING PERMANENTLY IN THE TITLE OF PARALEGAL AIDE\*\*\*

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 are 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 are required to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits.

DCA is seeking a highly motivated individual to serve as a Litigation Support Associate for the Paid Sick Leave Division (PSLD). The Litigation Support Associate will provide administrative support to the Paid Sick Leave and the Commuter Benefits Divisions. Tasks will include but not be limited to:

- Managing a caseload for matters eligible for an expedited settlement process between DCA and employers;
- Maintaining and updating electronic and hard-copy case files, including monitoring case status and coordinating the various stages of litigation;
- Preparing, reviewing, filing, and processing document demands, subpoenas, interrogatories, motions, and notices of violation;
- Conferring with complainants, employers, attorneys, and court personnel in preparation for litigation or in matters relating to pre-hearing investigation;
- Preparing statistical reports relating to individual and groups of cases;
- Performing routine legal research under guidance of an attorney and may assist in performing more difficult legal research;
- Collecting, assembling, and assisting in evaluating evidence and technical data for use in trials and proceedings; and
- Providing support for special projects and initiatives when necessary.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college; or
2. An associate degree or completion of 60 semester credits from an accredited college and two years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or

3. A four-year high school diploma or its educational equivalent and four years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. Education and/or experience which is equivalent to “1”, “2”, or “3” above. Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association can be substituted for 12 months of experience. Undergraduate credit can be substituted for experience on the basis of 30 semester credits from an accredited college for 12 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.

To be acceptable, experience in paralegal (legal assistant) services must have involved the American Legal System.

Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable.

***SPECIAL NOTE: Individuals must have one additional year of pertinent paralegal experience or have a baccalaureate degree in addition to the requirements listed above to be eligible for placement in Assignment Level II duties and pay of Paralegal Aide.***

***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**

- The ability to think and plan strategically and proven success working with teams;
- Proficiency in Microsoft Office, major Internet search engines and databases; ability and aptitude to quickly learn new computer programs and technology;
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy;
- Previous experience at a law firm specializing in litigation-related duties a plus.

#### **To Apply**

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#). Click on “Non-Employee Login” 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.***

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**Post Date:** 02/02/2016

**Post Until:** Filled

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