

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

Civil Service Title: AGENCY ATTORNEY INTERNE	Level: 00
Title Code No: 30086	Salary - \$56,257.00 / \$64,695.00* - \$68,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Agency Attorney Interne	Work Location: 42 Broadway, New York, NY
Division/Work Unit: Commuter Benefits Division	Number of Positions: 1
Job ID: 241524	Hours/Shift: 9:00 AM to 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 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 Commuter 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 an Agency Attorney Interne for the Commuter Benefits and Paid Sick Leave Division. The Agency Attorney Interne will report to the Director of Litigation and Policy and assist a team of investigators, attorneys, and outreach staff in determining the division's best practices and create protocols and policies that ensure fair, efficient, and consistent operations and effective implementation of the law.

The ideal candidate for this position has:

- Knowledge of local, state, and federal labor laws, including New York City's Commuter Benefits Law and the Earned Sick Time Act, the New York State Labor Law, and the Family Medical Leave Act;
- Significant legal research and writing experience, including participating on law review or drafting legal forms and professional correspondence;
- A demonstrated interest in public service; and
- The ability to track national, state, and local labor-related legislation.

Qualification Requirements

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

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

- Experience working in government.
- Litigation, investigation, and outreach experience.

- Skilled negotiator.
- Demonstrated excellent verbal, written, interpersonal, analytical, problem-solving and time management skills.
- Demonstrated excellent legal research and writing skills.
- Comfort with data-driven analysis and strategic planning.
- Ability to communicate in a clear, concise manner both verbally and in writing
- Ability to establish rapport and interact effectively with multi-functional teams comprised of attorney and non-attorney staff.
- Ability to effectively manage multiple priorities with competing deadlines.
- References that can confirm legal skills.

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: 05/20/2016

Post Until: Filled

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