

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

Civil Service Title: COUNSEL (DEPARTMENT OF CONSUMER AFFAIRS)	Level: M7
Title Code No: 30124	Salary: Commensurate with experience
Office Title: General Counsel	Work Location: 42 Broadway, New York, NY
Division/Work Unit: General Counsel's Office	Number of Positions: 1
Job ID: 242161	Hours/Shift: 35 hours (minimum)

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.

Through the new Office of Labor Policy and Standards, DCA that will serve as the City's focal point for labor issues and workers in New York City, giving a dedicated voice in City government to the issues facing New York workers. The Office will be at the forefront of research and analysis around evolving and new issues impacting workers in today's economy. The Office also will be a leader in recommending new policies and programs that put New York City workers first and ensure rules, regulations, and laws designed to improve working conditions are enforced properly, and that workers and businesses know and understand those laws.

DCA seeks an experienced and results driven General Counsel who will ensure the agency is at the forefront of protecting consumers from false and misleading advertising, overcharging, and unfair or deceptive business practices. The General Counsel will also be responsible for providing sound legal advice to DCA's Commissioner and division directors. In addition, the General Counsel will also advise the Commissioner on matters where the agency is a named party. As necessary, the General Counsel will be called upon to advise on press-related matters in collaboration with the Communications and Marketing and External Affairs Divisions.

Additional responsibilities include:

- Developing a comprehensive, strategic vision for the General Counsel group, Legal Division, and Regulatory Compliance Unit at DCA while improving the efficiency and performance of those divisions;
- Representing DCA at meetings with other agencies and collaborating with the NYC Office of the Corporation Counsel;
- Engaging in litigation to advance agency priorities and develop new legal initiatives, as well as engage in, and support the Department's research, investigations and litigation, which is primarily handled by the Department's Legal Division under the Associate Commissioner for the Legal Division;
- Proposing innovative and proactive approaches to enhancing consumer protection, including negotiated settlements;

- Reviewing and revising the work product of attorneys working within the General Counsel group;
- Overseeing all legal work arising from the Department’s licensing, collections and enforcement divisions;
- Drafting laws and regulations, and commenting on pending legislation.

The ideal candidate is a self-motivated, experienced attorney with superb writing, management and litigation skills. The position requires an individual who enjoys substantial responsibility and thrives in a fast-paced, sometimes high-pressured environment. Experience working with a government agency is highly desirable.

Qualification Requirements

1. A license to practice law in the State of New York; and
2. Three (3) years of satisfactory relevant legal experience subsequent to admission to the 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

1. J.D. from accredited law school;
2. Excellent legal analysis and problem solving skills;
3. Litigation experience, including trial experience;
4. Experience in negotiation;
5. Experience in government or public sector work;
6. Experience in management, administration and personnel issues;
7. Flexibility in hours;
8. References that can confirm excellent writing, communication and managerial skills;
9. Writing sample that demonstrate analysis, original research and writing;
10. Extensive prosecutorial experience

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: 06/01/2016

Post Until: Filled

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