

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

<b>Civil Service Title:</b> INSPECTOR (CONSUMER AFFAIRS)	<b>Level:</b> 01
<b>Title Code No:</b> 33995	<b>Salary:</b> \$39,570.00 / \$45,505.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Inspector	<b>Work Location:</b> Varies (Manhattan, Brooklyn, Bronx or Queens)
<b>Division/Work Unit:</b> Enforcement	<b>Number of Positions:</b> 1
<b>Job ID:</b> 268675	<b>Hours/Shift:</b> Varies (may include evenings and/or weekends)

**Job Description**

The NYC Department of Consumer Affairs (DCA) protects and enhances the daily economic lives of New Yorkers to create thriving communities. DCA licenses more than 81,000 businesses in more than 50 industries and enforces key consumer protection, licensing, and workplace laws that apply to countless more. By supporting businesses through equitable enforcement and access to resources and, by helping to resolve complaints, DCA protects the marketplace from predatory practices and strives to create a culture of compliance. Through its community outreach and the work of its offices of Financial Empowerment and Labor Policy & Standards, DCA empowers consumers and working families by providing the tools and resources they need to be educated consumers and to achieve financial health and work-life balance. DCA also conducts research and advocates for public policy that furthers its work to support New York City's communities. For more information about DCA and its work, call 311 or visit DCA at [nyc.gov/dca](http://nyc.gov/dca) or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

Inspector responsibilities include but are not limited to the following:

- Enforcing laws and regulations relating to weights and measures through testing, sealing, condemning or confiscating weighing and measuring devices (may include petroleum products);
- Investigating trade practices to detect and eliminate consumer deception; investigating all categories of trades and occupations licensed by Consumer Affairs;
- Lifting weights, walking, using mass transit, and climbing stairs;
- Preparing for and testifying at hearings;
- Utilizing computer systems for email correspondences, uploading and saving evidence, and researching in, and attaining assignments from agency web based system;
- Communicating clearly and concisely both written and verbally;
- Administrative duties such as copying and scanning;
- Maintaining a professional demeanor with excellent customer service skills;
- Performing other related work.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and two years of full-time, satisfactory experience conducting investigations or inspections for a commercial, industrial, governmental or law enforcement employer; or
2. A baccalaureate degree from an accredited college; or
3. A satisfactory combination of education and/or experience which is equivalent to "1" above. College education may be substituted for the required experience on the basis of 60 semester credits for each year of required experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

**License Requirement**

Possession of a Motor Vehicle Driver License valid in the State of New York at the time of appointment. This license must be

kept in good standing for the duration of employment.

***PLEASE NOTE: New York City residency is generally 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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.***

#### **Preferred Skills**

- Strong written and oral communication skills.
- Multilingual a plus.
- Detail oriented and organized.
- Candidate must be experienced and comfortable driving any city vehicle (which may include a large vehicle) throughout the five boroughs of New York City.

#### **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.***

**Post Date:** 10/21/2016

**Post Until:** Filled

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