



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

Office Title: Tobacco 18 Compliance Aide

Salary - \$ 9.75 per hour

Division/Work Unit: Enforcement

Hours/Shift: Flexible

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.

The Tobacco Enforcement Unit inspects merchants to enforce State and City Laws that prohibit the sale and distribution of tobacco products to individuals under 18 for New York State. Our units conduct unannounced inspections of retailers of tobacco and other products that are banned by law. These compliance checks are conducted by teams of inspectors with individuals 16 to 17 years of age who attempt to purchase products to determine if merchants are following the laws.

Reporting to the Supervisor of Tobacco Enforcement, responsibilities include, but are not limited to:

- Assist Inspectors in the performance of routine compliance checks and/or specific complaint inspections/investigations of Tobacco Retailers to ensure compliance with the relevant laws, rules and regulations.
- Perform undercover assignments by attempting tobacco purchases at specified locations under the direction of a tobacco inspection team.

Qualification Requirements

1. Must be in good academic standing and have parent/guardian permission.
2. Ability to travel to and from all five boroughs of the City of New York.
3. After school availability preferred Wednesday through Friday and on Weekends.
4. Some scheduling flexibility required.

Preferred Skills

- Punctual and detail oriented
- Organized and self-motivated
- Respectful and professional demeanor in diverse contexts
- Superior communication and interpersonal skills.
- Customer service experience a plus

To Apply

A RESUME AND COVER LETTER ARE REQUIRED.
EMAIL THESE DOCUMENTS TO jobs@dca.nyc.gov
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: 03/08/2016

Post Until: Filled

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