

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

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| Civil Service Title: AGENCY ATTORNEY | Level: 02 |
| Title Code No: 30087 | Salary: \$66,326.00 / \$76,275.00* <i>*minimum with two years of continuous city service</i> |
| Office Title: Staff Counsel | Work location: 42 Broadway, New York, NY |
| Division/Work Unit: General Counsel's Office | Number of Positions: 1 |
| Job ID: 268669 | Hours/Shift: 9:00 AM - 5:00 PM |

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 or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

DCA is seeking a highly motivated individual to serve as a Staff Counsel within the Office of the General Counsel whose work includes investigating and prosecuting illegal, deceptive and fraudulent business practices impacting consumers. In addition to investigating and prosecuting singular cases, the GC team engages in initiatives to achieve industry wide compliance with relevant laws and rules.

Responsibilities include, but are not limited to, the following:

- Investigate and prosecute businesses engaged in illegal conduct;
- Oversee regulatory compliance projects of licensed businesses;
- Undertake legal research and draft memorandum on legal issues facing the agency;
- Draft general correspondence and legal documents to respondents, consumers and others;
- Conduct hearings in New York City's administrative tribunal;
- Draft and negotiate settlement agreements of enforcement proceedings initiated by attorneys and the agency's field inspectors;
- Issue interpretations of the agency's laws and rules to the public;
- Draft proposed agency rules; and
- Participate in agency outreach and trainings for business and public education.

The ideal candidate will be responsible for these functions, as well as for special projects and assignments related to consumer or licensee issues or to DCA's operations. In addition, as part of these functions, the Staff Counsel is responsible for careful case project management and operational tasks necessary to support and effectuate this work.

Minimum Qualification Requirements

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Note:

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

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

- Litigation experience, including in New York State courts and at the New York City Office of Trials and Hearings (OATH);
- Demonstrated excellent verbal, written, interpersonal, analytical, problem-solving and time management skills;
- Proficient in conducting legal research and undertaking factual investigations, including reviewing documents and conducting witness interviews and depositions;
- Demonstrated excellent legal research, writing skills and negotiation skills;
- Comfort with data-driven analysis and strategic planning;
- Able to effectively interact effectively with multi-functional teams comprised of attorney and non-attorney staff;
- Able to effectively manage multiple priorities with competing deadlines;
- References that can confirm legal skills; and
- Experience and knowledge in consumer protection and finance laws, administrative law, false advertising litigation, and/or internet and data privacy issues is preferred.

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) 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.