

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

Civil Service Title: AGENCY ATTORNEY	Level: I
Title Code No: 30087	Salary: \$58,716.00 / \$67,523.00* - \$68,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Agency Attorney	Work location: 42 Broadway, New York, NY
Division/Work Unit: Office of Labor Policy and Standards	Number of Positions: 1
Job ID: 344909	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](#).

The Office of Labor Policy and Standards (“the Office,” “OLPS”), which provides workers in New York City a voice in City government, is responsible for enforcing the city’s municipal labor laws such as the Earned Safe and Sick Time Act, the Fair Workweek Laws, and the Commuter Benefits Law, implementing the Freelance Isn’t Free Act, expanding outreach and public education efforts to vulnerable workers, and conducting research and data analysis to recommend efforts to achieve workplace equity for women, communities of color, immigrants, refugees, and other vulnerable workers. The Office’s Division of Paid Care also assists workers submit complaints regarding federal, state, and local labor and employment law violations and helps the Office coordinate with other government agencies, worker advocacy groups, as well as community, labor, and employment organizations.

DCA is seeking an attorney with extensive experience in labor and employment law to work as an agency attorney in OLPS. The agency attorney will assist OLPS’ efforts to empower workers by helping implement and enforce municipal labor laws before the Office of Administrative Trials and Hearings. The agency attorney will also help OLPS review and draft proposed legislation and analyze legal and policy issues. They will negotiate and draft complex settlement agreements that include civil penalties, monetary restitution for affected employees, and injunctive relief as well as represent OLPS at administrative hearings and in court actions alleging violations of municipal labor laws.

The ideal candidate for this position has:

- An extensive and varied litigation background, including providing legal advice, appearing in court or administrative tribunal proceedings, and negotiating settlement agreements with opposing counsel;
- Relevant expertise in local, state, and federal labor laws, including New York City’s Earned Safe and Sick Time Act, Fair Workweek Laws, New York State Labor Law, and the National Labor Relations Act, and the Family Medical Leave Act;
- Experience providing educational materials to members of the public and developing programs to increase compliance with labor laws;
- An understanding into analyzing available data and coordinating with research and policy analysts to identify gaps and prioritize areas for improvement of working conditions and practices for employees and independent contractors

within particular industries; and

- Significant legal research and writing experience, including drafting court filings and legal correspondence.

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.

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

- Experience working in government, including litigation, legislative, and investigation experience.
- Superior writing, research, and analytical skills.
- Excellent verbal, written, interpersonal, analytical, and problem-solving 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 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.

***Appointments are subject to Office of Management and Budget (OMB) approval**

Post Date: 05/08/2018

Post Until: Filled

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