City of New York
CONSUMER AFFAIRS
Job Vacancy Notice

Civil Service Title: COMMUNITY COORDINATOR
Level: 00

Title Code No: 56058
Salary: $51,369.00 / $59,074.00 - $60,000.00
*minimum with two years of continuous city service

Office Title: Senior Legal Staff Associate
Work location: 42 Broadway, New York, NY

Division/Work Unit: General Counsel’s Office
Number of Positions: 2

Job ID: 366291
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’s General Counsel Division seeks a Legal Staff Associate to be a member of a collaborative team working to ensure that New York City businesses are knowledgeable of and in compliance with all applicable laws and regulations within DCA’s jurisdiction. Under the direction of attorneys or non-attorney supervisors within the General Counsel Division, the Legal Staff Associate will:

- Develop and lead small projects relating to investigations, prosecutions, and complex litigation;
- Coordinate small teams as directed; assign and enforce tasking; schedule and lead group project meetings; prepare and give presentations for internal and external events;
- Participate in agency community outreach and trainings for business and consumer education and protection;
- Conduct initial legal research and draft legal-related documents;
- Work with attorneys to develop legal arguments, motions and other case filings;
- Draft deposition, and trial and legal filing summaries;
- Conduct interviews and testify at hearings;
- Prepare reports, exhibits, memoranda, and/or statistical analysis to be used in litigating cases, answering legal questions, or making legal determinations
- Review and analyze business records, complaints, agency operational data, and other documentation, and prepare reports outlining findings;
- Perform data entry, mail merges, copying, scanning, filing and other tasks to support attorney case work and other organizational efforts, as necessary;
- Perform other tasks and assignments as directed.

Minimum Qualification Requirements
1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or

3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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

- Excellent verbal, written and professional interpersonal communication skills;
- Able to conduct database and online research of government and business records;
- Strong analytical, and organizational skills, with a high level of attention to detail;
- Excellent judgment, discretion and ability to appropriately handle legal issues, privileged and confidential information, and highly sensitive documents;
- Able to meet competing deadlines in a fast-paced environment and maintain the flexibility to shift priorities quickly, effectively and with accuracy;
- Proficiency in Microsoft Office programs (e.g. Outlook, Excel, Access, Word; PowerPoint and SharePoint are pluses), Adobe Acrobat Professional software; work with PDF documents and files and as well as with a variety of online resources;
- Knowledge and understanding of litigation terminology and processes and ability to read and understand legal rules and regulations;
- Legal assistant, paralegal, project management, process improvement and business analysis experience preferred;
- Must be able to read, write and speak English fluently.

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: 10/03/2018  
Post Until: Filled

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