



City of New York CONSUMER AFFAIRS Job Vacancy Notice

Office Title: Tobacco 21 Compliance Aide

Salary: \$13.00 per hour

Division/Work Unit: Enforcement

Hours/Shift: 9:00 AM to 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 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 and individuals under 21 for New York City. 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 under 21 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. Applicant must be 18, 19 or 20 year old (under 21 Years Old)
2. High school graduate
3. Ability to travel to and from all five boroughs of the City of New York.

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*

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