

**City of New York**  
**DEPARTMENT OF CONSUMER AND WORKER PROTECTION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> 2
<b>Title Code No:</b> 30087	<b>Salary:</b> \$71,423.00 / \$82,137.00* <i>*Minimum with two years of continuous city service</i>
<b>Office Title:</b> Staff Counsel	<b>Work location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Office of the General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 548661	<b>Hours/Shift:</b> 9:00 AM – 5:00 PM

**Job Description**

The NYC Department of Consumer and Worker Protection (DCWP) protects and enhances the daily economic lives of New Yorkers to create thriving communities. DCWP licenses more than 51,000 businesses in more than 40 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, DCWP 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, DCWP 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. DCWP also conducts research and advocates for public policy that furthers its work to support New York City’s communities. For more information about DCWP and its work, call 311 or visit DCWP at [nyc.gov/dcwp](http://nyc.gov/dcwp) or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

DCWP is seeking an experienced attorney to serve as Staff Counsel who will be responsible for initiating, investigating, and litigating cases at the New York City Office of Administrative Trials and Hearings (OATH) against individuals and businesses that violate New York City’s licensing and consumer protection laws. Reporting to the Associate General Counsel, Staff Counsel 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 depositions and try cases on behalf of the agency at New York City’s administrative tribunal;
- Draft and negotiate settlement agreements of enforcement proceedings initiated by attorneys and the agency’s field inspectors;
- 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 DCWP’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).

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. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three 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 Administrative 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 type “Consumer Affairs” on the search line. Then locate the 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.**

**\*55-a Candidates:** NYC Department of Consumer and Worker Protection is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage 55-A candidates to apply to our positions in order to be given the opportunity.

**\*\*The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**

**\*\*\*LOAN FORGIVENESS:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with DCWP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**\*Drug Screening:** A drug screening may be required prior to being appointed.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

We are committed to providing reasonable accommodations that enable people with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by others. If you are contacted to attend an interview for one of our open vacancies and would like to request an accommodation for that date, please send an email to [ReasonableAccommodationRequests@dca.nyc.gov](mailto:ReasonableAccommodationRequests@dca.nyc.gov).

**Post Date:** 09/01/2022

**Post Until:** 11/06/2022

**JVN:** 548661

**DCWP and the City of New York is an equal employment opportunity employer.**