

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

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> III
<b>Title Code No:</b> 30087	<b>Salary:</b> \$79,620.00 / \$91,563.00* <i>*Minimum with two years of continuous city service</i>
<b>Office Title:</b> Senior Staff Counsel	<b>Work location:</b> 42 Broadway, New York, NY <i>*Job location is on site</i>
<b>Division/Work Unit:</b> General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 574483	<b>Hours/Shift:</b> 9:00 AM - 5:00 PM

**Job Description**

\*This position is not eligible for telework.

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.

The General Counsel Division is seeking an experienced attorney with a strong sense of justice and bold and creative ideas on how to utilize our authority to seek it. The Senior Staff Counsel will be responsible for developing and investigating cases and pursuing litigation to address systemic issues and involve violation of New York City's deceptive and unfair practices statute.

Specifically, the Senior Staff Counsel will:

- Make initial determinations as to whether matters should be investigated; determine legal theories and plans for investigations and carry them out; and review completed investigations or compliance reports for legal sufficiency;
- Assist in investigating matters and preparing cases for trial by securing and preparing evidence, conferring with witnesses, participating in conferences, examining and cross-examining witnesses, conducting oral arguments before the Supreme Court or OATH, and drafting legal documents needed during the various stages of litigation;
- Engage in communications with consumers, opposing counsel, and regulated businesses in order to advance investigations, enforce regulations, and resolve violations and litigation via settlement;
- Recommend whether cases should be filed and litigated in Supreme Court or OATH, resolved informally or through settlements; and negotiate settlements as appropriate;
- Try cases before appropriate adjudicatory bodies;
- Confer with other government agencies and Agency divisions;
- Participate in enforcing a variety of consumer related laws within the agency's jurisdiction; and
- Supervise more junior attorneys and legal support staff, as necessary.

The ideal candidate will be capable of working in teams, with both attorney and non-attorney staff and will perform ad hoc tasks as required. The ideal candidate will also have substantive litigation experience, an interest in consumer protection and an inventive, creative mind.

### **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.

**New York City Residency is not required for this position**

### **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 and negotiation skills;
- Comfort with data-driven analysis and strategic planning;
- Able to 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 desired.

### **To Apply**

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and type "Consumer and Worker Protection" 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.

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@dcwp.nyc.gov](mailto:ReasonableAccommodationRequests@dcwp.nyc.gov).

If interested in being sent our job postings on a monthly basis, please email your resume at [dcajobs@dcwp.nyc.gov](mailto:dcajobs@dcwp.nyc.gov). Make sure to include your personal contact information and the civil service title you are currently serving and civil service exams you have taken.

### **Additional Information**

In addition, the NYC Department of Consumer and Worker Protection (DCWP) offers competitive salaries and the following benefits:

#### **Paid Time Off and Holidays**

- Paid time off for vacation and personal leave
- Paid time off for sick leave
- A generous holiday package of up to 13 days

#### **Health Benefits**

- Medical insurance plans
- Dental and vision insurance plans
- Employee assistance program

#### **Financial and Savings Benefits**

- 529 college savings plan
- Direct deposit
- Flexible spending account programs
- New York City Municipal Credit Union savings program
- Transit benefit programs
- Loan forgiveness

#### **Retirement and Pension Plans**

- New York City Employee Retirement System (NYCERS) pension plan
- New York City Deferred Compensation Plan (DCP) 401(k) and 457 plan

#### **Additional Benefits for Union Members**

- Disability insurance
- Health club reimbursements
- Life insurance

- Supplemental hospital coverage
- Tuition reimbursement

\*Please note only employees represented by a labor union may qualify for additional benefits provided by the union welfare fund.

**Employee Discounts**

- Apple and Dell products
- Cell phones and plans
- Gym memberships
- Special pricing on event tickets through Barclay Center, Plum Benefits and Working Advantage
- And more!

**Post Date:** 2/14/2023

**Post Until:** 4/2/2023

**JVN:** 30087

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