

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

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> II
<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 <i>*Job location is on site</i>
<b>Division/Work Unit:</b> General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 580679	<b>Hours/Shift:</b> 9:00 AM - 5:00 PM

**Job Description**

\*This position is not currently 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.

DCWP is seeking an experienced attorney to serve as Staff Counsel. This individual will be responsible for assisting in the regulation of specific industries, including debt collection agencies and construction labor providers, to combat illegal conduct and deceptive trade practices, and participate in enforcement of New York City's licensing and consumer protection laws. The Staff Counsel will be responsible for industry-wide regulatory compliance initiatives, investigations and enforcement against businesses that violate the law, from inception to the resolution of matters, including representing the agency at proceedings before the New York City Office of Administrative Trials and Hearings (OATH) tribunal. Reporting to the Assistant General Counsel and Associate General Counsel for the Licensing Litigation Unit, Staff Counsel responsibilities include, but are not limited to, the following:

- Conduct investigations, which includes discovery, and oversee regulatory compliance projects of licensed and unlicensed businesses;
- Draft legal documents and correspondence to licensees, businesses and their attorneys, other government agencies, respondents, the OATH tribunal, consumers, and third parties;
- Assist in education and outreach, rule promulgation, and strategic planning, including researching federal and state case law and statutes, monitoring legal trends and updates, and drafting memorandum on discrete legal issues; and
- Conduct enforcement proceedings, including drafting and negotiating settlement agreements, drafting and filing Notices or Petitions, and representing the agency at OATH proceedings.

This is a great opportunity to join a dynamic team that strives to effectuate change and pursue matters that affect millions of New York City residents, particularly in the debt collection area. 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.

## Preferred Skills

- Demonstrated excellent verbal, written, interpersonal, analytical, problem-solving and time management skills;
- Proficiency in conducting legal research and undertaking factual investigations, including reviewing documents and conducting witness interviews;
- Demonstrated excellent legal research, writing skills and negotiation skills;
- Comfort with data-driven analysis and strategic planning;
- Ability to effectively interact with multi-functional teams comprised of attorney and non-attorney staff;
- Ability to effectively manage multiple priorities with competing deadlines;
- Litigation experience, including in New York State courts and before OATH;
- References that can confirm legal skills; and
- Experience and knowledge in consumer protection laws, and administrative law.

## 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:** 03/29/2023

**Post Until:** 05/06/2023

**JVN:** 580679

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