Associate General Counsel

Legal Counsel and Operations Unit

AGENCY	Consumer and Worker Protection	DEPARTMENT	General Counsel's Office
LOCATION	NYC-ALL BOROS	WORK LOCATION	42 Broadway, N.Y.
SALARY	$165,000.00 – $165,000.00	JOB TYPE	Full-time
POSTED ON	August 17, 2026	POSTED UNTIL	October 16, 2026
JOB ID	793274	NUMBER OF POSITIONS	1
CIVIL SERVICE TITLE	Executive Agency Counsel (title code 95005)	LEVEL / EXPERIENCE	M4 / Manager
TITLE CLASSIFICATION	Non-Competitive-5 (no exam required)	CATEGORY	Legal Affairs

How to apply

Apply online through NYC City Jobs. Open the link below, or search for Job ID 793274 at cityjobs.nyc.gov. The posting is open until October 16, 2026. Details can change, so check the live posting before applying.

Apply here:

https://jobs.smartrecruiters.com/CityOfNewYork/3743990014668346-associate-general-counsel?oga=true

Full posting on City Jobs:

https://cityjobs.nyc.gov/job/associate-general-counsel-in-nyc-all-boros-jid-46567

Scan to apply

Job Description

This position may be eligible for remote work for up to 2 days per week, pursuant to the Flexible Work Pilot Program.

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 nearly 45,000 businesses in more than 40 industries and enforces key consumer protection and workplace laws that apply to countless more. By supporting businesses through equitable enforcement and access to resources, DCWP protects the marketplace from predatory practices and strives to create a culture of compliance. DCWP empowers consumers and working families by providing the tools and resources they need 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 Department of Consumer and Worker Protection (DCWP), sign up for its newsletter, or follow on its social media sites, X, Facebook, Instagram, and YouTube.

The General Counsel Division (GCD) at DCWP seeks an experienced attorney to serve in the Associate General Counsel (AGC) position overseeing the Policy and Special Projects Unit. Reporting to the General Counsel and Deputy General Counsel for Legal Counsel and Operations, the AGC will be responsible for overseeing one of the GCD's core internal counseling units, which consists of a team of lawyers who work on legislation, final decisions, DCWP's sealing authority, and rulemaking. More specifically, the AGC will be responsible for:

1. Overseeing legislation affecting DCWP, including reviewing bills from City Council, preparing for Council hearings, testifying at hearings, drafting local and state bills to advance DCWP's policy agenda, and coordinating with DCWP's external affairs division;
2. Managing all final decisions for DCWP, including researching and drafting final decisions for complex recommended decisions from OATH Trials Division covering all laws and rules enforced by the agency;

3. Supervising DCWP's sealing authority, including managing the team selecting targets and drafting sealing orders, improving efficiency and accuracy of interdivision workflows, and resolving sealings through negotiations;
4. Drafting cutting edge rules on consumer protection, in accordance with the City's rulemaking (CAPA) process;
5. Supervising other DCWP priorities, including tobacco and electronic cigarette policy, street vending policy, research for white papers, collections efforts, U-visa certifications, and reports in response to executive orders and local laws.

The ideal candidate is a self-motivated, experienced attorney and manager with superb writing skills and experience with strategic planning and using technology and data to further legal goals. The position requires substantive management and supervisory experience by an individual who enjoys substantial responsibility and thrives in a fast-paced environment.

EXECUTIVE AGENCY COUNSEL - 95005

Minimum Qualifications

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

- Managerial and supervisory experience, including developing and implementing strategic priorities
- At least eight years of legal experience, of which two should be related to regulatory compliance and enforcement
- Experience providing internal counseling related to legislation, business licenses and taking formal legal action, either through hearings or trials, to enforce against licenses or applications
- Demonstrated ability to multitask, set priorities and work quickly and efficiently
- Interest in or experience in government or public sector work
- Experience with regulatory compliance
- Ability to work in and direct teams in a diverse environment comprised of attorney and non-legal staff
- Interest in working in a hands-on "roll up your sleeves" atmosphere
- Impeccable legal judgment, problem solving skills and ability to resolve issues in a diplomatic and expedient fashion
- Excellent writing and editing skills, appreciation of rigorous standards for written work and interest in growing and developing impeccable legal templates for the agency

Public Service Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at https://studentaid.gov/pslf/.

Residency Requirement

New York City Residency is not required for this position.

Additional Information

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.