

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

Civil Service Title: Agency Attorney	Level: 2
Title Code No: 30087	Salary: \$71,423.00 / \$82,137.00* <i>*Minimum with two years of continuous city service</i>
Office Title: Staff Counsel	Work location: 42 Broadway, New York, NY
Division/Work Unit: General Counsel Division	Number of Positions: 1
Job ID: 548676	Hours/Shift: 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 or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

The General Counsel Division at DCWP seeks an experienced attorney to serve in a Staff Counsel position in the Legal Counsel Unit. The Legal Counsel Unit is responsible for providing advice and counsel to DCWP divisions, providing legal support to implement new laws, advising on complex multi-stakeholder license categories, and drafting DCWP contracts and agreements.

Reporting to the Associate General Counsel, the Staff Counsel will:

- provide legal advice and guidance to DCWP staff and management on new and existing laws and regulations;
- assist with all aspects of implementing new and amended laws, including drafting rules in accordance with the City’s rulemaking process, and drafting DCWP charges, checklists, and penalty schedules necessary to implement and enforce such laws;
- serve as DCWP’s subject matter expert on issues related to specific industries regulated by DCWP;
- address legal issues arising from DCWP’s licensing, collections and enforcement work;
- draft memoranda, correspondences and other legal documents as necessary;
- communicate with external parties, including licensees, complainants, stakeholders, and sister agencies; and,
- as needed, assist with other assignments within the General Counsel Division, which may include drafting contracts.

As needed, the Staff Counsel may occasionally bring charges against businesses at the NYC Office of Administrative Trials and Hearings (OATH), and/or draft denial or revocation letters for applicants or licensees in certain license categories. In connection with these matters, and others, the Staff Counsel may negotiate and draft settlement agreements for civil penalties and consumer restitution.

The Staff Counsel should have excellent communication skills and be able to work independently, as well as in teams comprised of attorneys and non-attorneys. The ideal candidate is a self-motivated, experienced attorney

with superb writing and research skills who thrives in a fast-paced, sometimes high-pressured environment.

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).
4. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.
5. 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 generally 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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Preferred Skills

- Excellent written and verbal communication skills;
- Strong aptitude for research, due diligence and attention to detail, to ensure accuracy of work product;
- Demonstrated ability to multitask, set priorities and work quickly, efficiently and independently, without sacrificing quality;
- Excellent editing skills and appreciation of rigorous standards for written work;
- Impeccable legal judgment, problem solving skills and ability to resolve issues in a diplomatic and expedient fashion;
- Interest in or experience in government or public sector work;
- Interest in working in a hands-on “roll up your sleeves” atmosphere;

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.

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.

Post Date: 8/31/2022

Post Until: 11/06/2022

JVN: 548676

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