

City of New York
CONSUMER AFFAIRS
Job Vacancy Notice

Civil Service Title: AGENCY ATTORNEY	Level: 02
Title Code No: 30087	Salary: \$60,074.00/\$69,085.00* <i>*minimum with two years of continuous city service</i>
Office Title:	Work location: 42 Broadway, N.Y.
Division/Work Unit: Legal Compliance & Fitness	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM	

Job Description

The Department of Consumer Affairs (DCA) seeks an experienced litigator to serve in its Legal Compliance & Fitness unit.

DCA licenses over 70,000 businesses in New York City in 54 different categories. The unit investigates and prosecutes businesses engaged in illegal conduct in the agency's administrative tribunal; issues interpretations of the agency's laws and rules to the public; issues charges to businesses on behalf of aggrieved consumers; negotiates settlements; enforces settlements of enforcement proceedings initiated by division attorneys and the agency's field inspectors; drafts appellate briefs; and ensures ongoing compliance with DCA's laws, rules, decisions and settlements.

The attorney will be responsible for these functions, as well as for special projects and assignments related to consumer or business issues or to the agency's operations. In addition, as part of these functions, the attorney is responsible for careful case and project management and administrative responsibilities necessary to support and effectuate this work. The ideal candidate is one who enjoys working in a fast paced environment and can multi-task efficiently without sacrificing quality.

Qualification Requirements

1. Admission to the New York State Bar and either 2 or 3 below.
 2. Two years of satisfactory United States legal experience subsequent to admission to any state bar in the areas of law related to the assignment; or
 3. One year of experience in Assignment Level I
- Note: Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

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.

Essential Skills

1. Litigation experience.
2. Strong research and investigative skills.
3. Strong written and oral communication skills.
4. Demonstrated advocacy and negotiation skills.
5. Knowledge of consumer protection laws.
6. Flexibility in hours.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word **only**)

OR

Mail to: Human Resources Division
JVN # 866-10-006915
New York City Department of Consumer Affairs
42 Broadway, 8th Floor
New York, NY 10004

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.**

Post Date: 10/15/2009

Post Until: Filled

JVN: 866-2010-006915

The City of New York is an Equal Opportunity Employer.