

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> INSPECTOR (CONSUMER AFFAIRS) <i>*NOTE: Candidates will be selected off the Inspector (CA) List Exam #123</i>	<b>Level:</b> 01
<b>Title Code No:</b> 33995	<b>Salary:</b> \$35,841.00/\$41,217.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Inspector	<b>Work location:</b> Varies
<b>Division/Work Unit:</b> Manhattan/SI Enforcement	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Varies	

**Job Description**

As the first municipal consumer protection agency in the country, the New York City Department of Consumer Affairs (DCA) has ensured that businesses and consumers benefit from a fair and vibrant marketplace for over 40 years. Today, DCA regulates 55 industries and licenses and inspects almost 80,000 businesses throughout the five boroughs. The Department enforces the City's landmark Consumer Protection Law and related City and State laws; mediates thousands of consumer complaints; and prosecutes law-breaking businesses through our Administrative Tribunal.

DCA is committed to educating, empowering and protecting consumers; holding businesses to high standards of marketplace behavior; and achieving excellence in the delivery of innovative agency programs and services.

As a small agency with a big mission, every staff member at DCA plays a critical role in ensuring success. The Enforcement Division at DCA seeks an experienced employee to serve in the Inspector position. The Inspector, reporting to various locations and Boroughs will be responsible for enforcing the Consumer Protection Laws.

Responsibilities include but are not limited to:

- Enforcing laws and regulations relating to weights and measures (i.e. lifting weights, walking, using mass transit, and climbing stairs.)
- Tests, seals, condemns or confiscates weighing and measuring devices (may include petroleum products)
- Investigates trade practices to detect and eliminate consumer deception; investigates all categories of trades and occupations licensed by Consumer Affairs
- Performs other related work.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and two years of full-time, satisfactory experience conducting investigations or inspections for a commercial, industrial, governmental or law enforcement employer; or
2. A baccalaureate degree from an accredited college; or
3. A satisfactory combination of education and/or experience which is equivalent to "1" above. College education may be substituted for the required experience on the basis of 60 semester credits for each year of required experience. However all candidates must have a four-year high diploma or its educational equivalent.

**License Requirement:**

Possession of a Motor Vehicle Driver License valid in the State of New York at the time of appointment. This license must be maintained for the duration of 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**

**PREFERRED SKILLS**

Strong written and oral communication skills.

Candidate must be experienced and comfortable driving a large vehicle throughout the five boroughs of New York City.

**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 # 866-12-97969  
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.**

***\*NOTE: Candidates will be selected off the Inspector (CA) List Exam #123***

**Post Date:** 01/26/2012

**Post Until:** Filled

**JVN:** 866-12-97969

**DCA and The City of New York is an Equal Opportunity Employer.**