

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

<b>Civil Service Title:</b> AGENCY ATTORNEY	<b>Level:</b> 01
<b>Title Code No:</b> 30087	<b>Salary:</b> \$53,181.00/\$61,158.00* <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Agency Attorney	<b>Work location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Legal Compliance & Fitness Division	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 9:00 AM - 5:00 PM	

**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.

The Legal Compliance & Fitness Unit at DCA seeks an experienced attorney to serve in a litigator position. Legal Compliance & Fitness 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. One year of satisfactory United States legal experience subsequent to admission to any state bar in the areas of law related to the assignment; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

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. Flexibility in hours.

**To Apply:**

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

**OR**

Mail to: Human Resources Division  
JVN # 866-12-98376  
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:** 02/07/2012

**Post Until:** Filled

**JVN:** 866-12-98376

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