



Youth Program

Office Title:	Compliance Aide		
Salary :	\$8.50 per hour		
Division:	Tobacco Enforcement	Work Location:	42 Broadway
Hours/Shift:	Weekdays - 11:00am - 7:00pm	No. Positions:	Various

JOB DESCRIPTION

The New York City Department of Consumer Affairs is committed to ensuring that consumers and businesses benefit from a fair and vibrant marketplace. We enforce laws relating to the licensing of businesses and occupations, the offering for sale and sale of all commodities and services at every level of distribution and trade and compliance with consumer protection laws.

We are seeking to hire minors between the ages of **15 - 17** years old for an Undercover Operation Program with the Enforcement Division. This program enforces compliance with Federal and State Laws.

REQUIREMENTS

1. Must be between the ages of 15 - 17 years old
2. Must be able to work at least one weekday between the hours of 11am - 7pm
3. Must not be directly related to anyone employed at the NYC Department of Consumer Affairs
4. Must be enrolled in school, college, Pre-GED/GED program, or Employment Training Program in good academic standing.
5. Must be a New York City resident
6. Must arrive to training with all signed consent forms
7. Must be interested in Law Enforcement
8. Must be a non-smoker

REQUIRED DOCUMENTS

1. Certified Copy of Birth Certificate (non-returnable)
2. Working Papers
3. Non-Drivers Identification or Valid Student Identification card
4. School Verification Letter
5. Must obtain parental consent and signature of approval

NOTE: Hours of work are based on school session, schedule, and NYS labor employment regulations.

TO APPLY, PLEASE SUBMIT RESUME AND APPLICATION TO:

Email (as MS Word file only) youthenforcement@dca.nyc.gov
 Mail Chris Martin - Enforcement Division
 Job Vacancy: Compliance Aide
 New York City Department of Consumer Affairs
 42 Broadway, 9th 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: 04/23/09	Post Until: Filled	Job Vacancy: Compliance Aide	
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The City of New York is an Equal Opportunity Employer