

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

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> I
<b>Title Code No:</b> 30087	<b>Salary:</b> \$71,163.00/ \$81,838.00* <i>*Minimum with two years of continuous city service</i>
<b>Office Title:</b> Staff Counsel	<b>Work location:</b> 42 Broadway, New York, NY <i>*Job location is on site</i>
<b>Division/Work Unit:</b> General Counsel Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 693142	<b>Hours/Shift:</b> 9:00 AM - 5:00 PM

**Job Description**

**\*\* This position may be eligible for remote work for up 2 days a week, pursuant to the Remote Work Pilot Program.\*\***

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 45,000 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 educate 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](http://nyc.gov/dcwp) or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

The General Counsel Division at DCWP seeks an attorney to serve in a Staff Counsel / Agency Attorney 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:

- Conduct legal research related to new and existing laws and regulations;
- Assist with 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;
- Research and address legal issues arising from DCWP's licensing, collections and enforcement work;
- Draft memoranda, correspondence and other legal documents as necessary; 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 ideal candidate will be responsible for these functions, as well as for special projects and assignments related to consumer or licensee issues or to DCWP's operations. In addition, as part of these functions, the Staff Counsel is responsible for careful case project management and operational tasks necessary to support and effectuate this work.

## 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).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

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 not required for this position***

### Preferred Skills

- Demonstrated excellent verbal, written, interpersonal, analytical, problem-solving and time management skills;
- Proficient in conducting legal research and undertaking factual investigations, including reviewing documents and conducting witness interviews and depositions;
- Demonstrated excellent legal research, writing skills and negotiation skills;
- Comfort with data-driven analysis and strategic planning;
- Able to effectively interact with multi-functional teams comprised of attorney and non-attorney staff;
- Able to effectively manage multiple priorities with competing deadlines;
- References that can confirm legal skills.

### To Apply

To apply for this position, please submit your application exclusively through the Jobs NYC website. Only applications submitted via the Jobs NYC platform will be considered for review. The Job ID is located at the bottom of the page.

**A resume and cover letter are required** as part of the application. In your cover letter, please include the following:

- Civil service title you currently hold or whether you have taken any civil service exams (if applicable).
- The NYC Department of Consumer and Worker Protection (DCWP) is committed to building a diverse and inclusive workforce that reflects the communities we serve. We strongly encourage **55-a candidates** to apply. If eligible, please indicate this in your cover letter.

**Incomplete applications** or those missing the required documents will not be considered.

### Reasonable Accommodations

DCWP is committed to providing reasonable accommodation to ensure that individuals with disabilities have equal access to employment opportunities. If you need an accommodation to participate in the interview process, please contact us at [ReasonableAccommodationRequests@dcwp.nyc.gov](mailto:ReasonableAccommodationRequests@dcwp.nyc.gov).

Please note the following important application instructions:

- No phone calls, faxes, emails, or in-person inquiries will be accepted.
- Only candidates selected for further consideration will be contacted. If you do not receive communication from us, please consider your application as not being selected for this position.
- **Drug Screening:** Please be aware that a drug screening may be required prior to appointment. Candidates will

be notified if this is necessary as part of the pre-employment process.

**Appointments are subject to Office of Management and Budget (OMB) approval.**

For any questions or concerns regarding your application, please email the recruitment team at [dcwpjobs@dcwp.nyc.gov](mailto:dcwpjobs@dcwp.nyc.gov).

**Additional Information**

In addition, the NYC Department of Consumer and Worker Protection (DCWP) offers competitive salaries and the following benefits:

**Paid Time Off and Holidays**

- Paid time off for vacation and personal leave
- Paid time off for sick leave
- A generous holiday package of up to 13 days

**Health Benefits**

- Medical insurance plans
- Dental and vision insurance plans
- Employee Assistance Program (EAP)

**Financial and Savings Benefits**

- 529 College Savings Plan
- Direct Deposit
- Flexible Spending Account Programs
- New York City Municipal Credit Union Savings Program
- Transit Benefit Programs

**Retirement and Pension Plans**

- New York City Employee Retirement System (NYCERS) pension plan
- New York City Deferred Compensation Plan (DCP) 401(k) and 457 plan

**Additional Benefits for Union Members**

- Disability Insurance
- Health Club Reimbursements
- Life Insurance
- Supplemental Hospital Coverage
- Tuition Reimbursement

\*Please note only employees represented by a labor union may qualify for additional benefits provided by the union welfare fund.

**Student Loan Forgiveness**

- DCWP qualifies as a public service employer, which means our employees may be eligible for the Public Service Loan Forgiveness (PSLF) program. If you have federal student loans, you may be able to have your loans forgiven by working full-time in public service. To learn more about PSLF and its eligibility requirements, visit the Public Service Loan Forgiveness Program website.

**Employee Discounts**

- Apple and Dell products
- Cell phones and plans

- Gym memberships
- Special pricing on event tickets through Barclay Center, Plum Benefits and Working Advantage
- And more!

**Post Date:** 12/13/2024

**Post Until:** 03/31/2025

**JVN:** 693142

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