

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

Civil Service Title: Executive Agency Counsel	Level: M4
Title Code No: 95005	Salary: \$91,090.00/ \$98,231.00* \$155,795.00 *Minimum with two years of continuous city service
Office Title: Associate General Counsel	Work location: 42 Broadway, New York, NY *Job location is on site
Division/Work Unit: General Counsel	Number of Positions: 1
Job ID: 702034	Hours/Shift: 9:00 AM - 5:00 PM

Job Description

***This position may be eligible for remote work for up to 2 days per 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 or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

The General Counsel Division (GCD) at DCWP seeks an experienced attorney to serve in the Executive Agency Counsel / Associate General Counsel (AGC) position. Reporting to the General Counsel and Deputy General Counsel, the AGC will be responsible for overseeing the GCD's Affirmative and Licensing Litigation Unit, which consist of a team of lawyers who research, investigate and prosecute illegal and deceptive and business practices by individual businesses and business industries. Specifically, the AGC will have several primary areas of focus:

- Oversight of GCD affirmative litigation attorneys: the GCD's affirmative litigation team consists of attorneys who research, investigate and prosecute illegal, deceptive and fraudulent business practices by individual businesses and business industries, with a focus on schemes and scams directed at vulnerable populations, *i.e.*, immigrant and lower income communities. The AGC will:
 - manage the team's investigative and trial work, including acting as lead counsel in proceedings before OATH and in State court, as necessary;
 - work with the GCD senior management team to develop creative strategies for identifying and successfully prosecuting affirmative litigation cases; and
 - train legal and investigative staff on skills necessary to carry out the GCD's litigation goals.
- Oversight over the GCD's enforcement of laws related to certain license categories, including second hand automobile dealers (aka, used car dealerships), debt collectors, and employment agencies. Oversee and serve as lead counsel, as necessary, in enforcement actions at the City's administrative tribunal and in NYS court, conduct industry-wide compliance initiatives, and coordinate targeted enforcement efforts. Oversee and

participate as necessary in all trials. Review and assist in drafting summonses, petitions, motions, briefs, subpoenas, Consent Orders, discovery documents, correspondence, and other legal documents. Provide support to the New York City Law Department with litigation related to licensed categories.

- Provide legal counseling to other divisions regarding licensed categories, particularly issues related to the interpretation of licensing laws and rules; assisting with the review and drafting of legislation and rules implementing legislation; review and revise Licensing and Enforcement Division tools/documents to ensure compliance and consistency with laws and rules; utilize expertise to provide legal advice on drafting and reviewing enforcement and licensing division documents and assessing enforcement priorities; work with the Communications Division to help properly frame legal issues and answer questions; work with the External Affairs to handle elected inquiries, frame responses, and help prepare for public hearings concerning potential new areas of Agency responsibility.
- Supervise and oversee team of attorneys to ensure that work is being efficiently and accurately performed, all policies and procedures are adhered to, and professional development goals are being met by team members.

The ideal candidate is a self-motivated, experienced attorney with superb writing skills and experience with strategic planning and using technology and data to further legal goals. The position requires an individual who enjoys substantial responsibility and thrives in a fast-paced environment.

Minimum Qualification Requirements

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

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 not required for this position

Preferred Skills

- Interest/experience in management, administration and personnel issues
- Managerial and supervisory experience, including developing and implementing strategic priorities
- Experience litigating cases at administrative agencies and in state and federal court, including experience conducting hearings and trials, drafting and filing dispositive and other motions, conducting discovery and depositions, and negotiating and drafting settlement agreements
- Demonstrated ability to multitask, set priorities and work quickly and efficiently
- Interest in or experience in government or public sector work
- Familiarity with administrative law and consumer protection issues
- Experience with regulatory compliance
- Ability to work in and direct teams in a diverse environment comprised of attorney and non-legal staff
- Interest in working in a hands-on “roll up your sleeves” atmosphere
- Impeccable legal judgment, problem solving skills and ability to resolve issues in a diplomatic and expedient

fashion

- Excellent writing and editing skills, appreciation of rigorous standards for written work and interest in growing and developing impeccable legal templates for the agency

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.

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.

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: 02/11/2025**Post Until:** 05/31/2025**JVN:** 702034

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