

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

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M3
Title Code No: 95005	Salary: \$56,158.00/\$60,561*-\$100,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Asst. Commissioner for Legal Div.	Work location: 42 Broadway, N.Y.
Division/Work Unit: Legal Division	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM	

Job Description

The New York City Department of Consumer Affairs (DCA) seeks an experienced attorney with significant litigation, public policy and/or public interest and managerial experience to serve in the newly created position of Assistant Commissioner, Legal Division. Reporting to the General Counsel and Deputy General Counsel, and with the support of two deputies, the Assistant Commissioner's responsibilities include shaping and overseeing:

1. litigation focused on addressing patterns and practices of illegal and deceptive conduct;
2. regulatory enforcement and compliance work to ensure that the Department's nearly 60,000 licensees comply with the law;
3. investigations, research and advocacy concerning consumer and business practices and emerging consumer issues;
4. use of traditional and creative legal and non-legal tools including partnerships, outreach, training, public hearings and legislative drafting;
5. coordination of work with DCA's Office of Financial Empowerment to identify and stop abusive practices aimed at low-income consumers;
6. negotiation and enforcement of comprehensive and settlements;
7. drafting of appellate briefs;
8. drafting of charges on behalf of aggrieved consumers;
9. management of Division operations, including strategic development, case assignment, professional staff development, administration and budgeting.

The ideal candidate is an experienced manager, supervisor and litigator with experience in strategic policy development. The candidate should enjoy working in a fast-paced environment, be adept at multi-tasking, and recognize the value of technology as a management tool in ensuring efficiency and productivity. The Assistant Commissioner will also be responsible for working with supervisors to develop and implement a law school clinical program to support and further the Division's work and must enjoy working with students and interns.

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 required within 90 days of appointment.

Essential Skills

Demonstrated ability to think "outside the box" and problem solve;
 Investigative experience;
 Exceptional written and oral communication skills;
 Comfort with data driven analysis and strategic planning;
 Experience supervising all phases of litigation;
 Experience editing written work;
 Ability to work independently and in teams;
 Excellent organization and time management skills;
 Skilled negotiator;
 Self-starter;
 Ability to work over-time as necessary;
 Interest in learning new skills and contributing to staff development;
 Experience in using computer applications as reporting and management tool;
 Multilingual a plus

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 # 866-10-005169

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: 07/06/2009

Post Until: Filled

JVN: 866-10-005169

The City of New York is an Equal Opportunity Employer.