

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

**Note: this position is a grant funded position and subject to annual renewal	Level: 03
Civil Service Title: AGENCY ATTORNEY	
Title Code No: 30087	Salary: \$66,970.00/\$77,015.00* <i>*minimum with two years of continuous city service</i>
Office Title: Administrative Law Judge	Work location: 66 John Street, N.Y.
Division/Work Unit: Adjudication	Number of Positions: 1
Hours/Shift: 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.

As a small agency with a big mission, every staff member at DCA plays a critical role in ensuring success. The Adjudication Division at DCA seeks an experienced employee to serve as an Agency Attorney / Administrative Law Judge. The Administrative Law Judge, reporting to the Director of Adjudication will be responsible for conducting administrative hearings and settlement conferences and writing decisions regarding violations of the laws and rules over which the Department has jurisdiction, and will handle special assignments as needed.

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.

Note:

In addition to meeting the minimum Qualification Requirements:

To be assigned to 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 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

Excellent oral and written communication skills
 Ability to work under pressure
 Excellent organizational and analytical skills
 Knowledge of administrative law and procedures
 Administrative hearing experience a plus
 Appellate experience a plus
 Knowledge of and willingness to use word processing and data management programs and Westlaw

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 # 866-12-97050
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: 12/21/2011

Post Until: Filled

JVN: 866-12-97050

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