

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

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> 3
<b>Title Code No:</b> 30087	<b>Salary:</b> \$79,620.00 / \$91,563.00* - \$100,000.00 *Minimum with two years of continuous city service
<b>Office Title:</b> Staff Counsel, Contracts	<b>Work location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Office of the General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 532561	<b>Hours/Shift:</b> 9:00 AM – 5:00 PM

**Job Description**

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 51,000 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 be educated 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](#).

DCWP’s General Counsel Division is seeking an experienced professional to review, draft and manage its work related to contracts, taking ownership of the process as the agency’s lead contracting attorney, and to perform other functions, as necessary, within the Legal Counsel Unit. Under the supervision of the General Counsel, Deputy General Counsel, and Associate General Counsel, the Contract Staff Counsel will:

- Interact regularly with internal stakeholders across multiple DCWP Divisions, ensuring that all contracting processes are followed, including obtaining and documenting all necessary approvals required in connection with each contract.
- Work with the ACCO and the DCWP Procurement staff to ensure that all publicly funded contracts follow proper processes, including the Procurement Policy Board Rules and PASSPort, the City’s new contract review portal.
- Develop, assess and negotiate contract terms, especially those involving intellectual property, privacy, and consulting, for all DCWP Divisions, but primarily DCWP’s Office of Financial Empowerment.
- Ensure consistency of contract terms with DCWP’s policies and goals.
- Review and develop processes, guidelines and procedures relating to DCWP’s contracting activities.
- Draft Memoranda of Understanding between DCWP and other City agencies and public entities.
- Review Request for Proposals and draft Mayor’s Fund contracts for privately funded projects.
- Perform other functions, as necessary, within the Legal Counsel Unit, including providing legal counsel to DCWP divisions and drafting documents necessary to implement and enforce laws under the jurisdiction of DCWP.

This is a client-facing position. It is expected that this attorney will establish productive relationships with internal and external clients and partners and foster a client-focused approach with respect to the performance of all contracting responsibilities. The ideal candidate for this position has extensive contract drafting and review experience, involving both public and private funding sources; and a desire to utilize legal skills in a non-litigating manner.

## 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 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.***

### Preferred Skills

- JD and at least five years of full-time, relevant experience.
- Excellent communication skills, particularly with senior business management.
- Solid relationship management and leadership skills, working collaboratively with cross functional groups.
- Excellent legal research and advanced writing skills.
- Expertise in complex legal negotiation.
- Strong research, analysis, problem-solving and decision-making skills with ability to identify compliance risks.
- Strong work ethic and attention to detail.
- Strong business acumen.
- Advanced Microsoft Office skills.

### To Apply

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the Job ID number.

**For Current City Employees:** Visit [Employee Self Service](#) (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.***

***PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.  
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.***

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

**\*55-a Candidates:** NYC Department of Consumer and Worker Protection is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage 55-A candidates to apply to our positions in order to be given the opportunity.

**\*\*The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**

**\*\*\*LOAN FORGIVENESS:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with DCWP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**\*Drug Screening:** A drug screening may be required prior to being appointed.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

We are committed to providing reasonable accommodations that enable people with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by others. If you are contacted to attend an interview for one of our open vacancies and would like to request an accommodation for that date, please send an email to [ReasonableAccommodationRequests@dca.nyc.gov](mailto:ReasonableAccommodationRequests@dca.nyc.gov).

**Post Date:** 05/17/2022

**Post Until:** 07/16/2022

**JVN:** 532561

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