

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

Office Title: Tobacco Aide	Work location: 42 Broadway New York NY 10004
Division/Work Unit: Enforcement	Number of Positions: Ongoing
Salary: \$16.00 hourly	Hours/Shift: 25 hours a week

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 or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

DCWP 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 DCWP plays a critical role in ensuring success.

The Tobacco Enforcement Unit inspects merchants to enforce State and City Laws that prohibit the sale and distribution of tobacco products to individuals under 21 for New York State and New York City. Our units conduct unannounced inspections of retailers of tobacco and other products that are banned by law. These compliance checks are conducted by teams of inspectors with individuals under 21 years of age who attempt to purchase products to determine if merchants are following the laws.

DCWP is looking for youths who are interested in a great opportunity to work for the city.

Responsibilities include but are not limited to the following:

- Assist Inspectors in the performance of routine compliance checks and/or specific complaint inspections/investigations of Tobacco Retailers to ensure compliance with the relevant laws, rules, and regulations.
- Perform undercover assignments by attempting tobacco purchases at specified locations under the direction of a tobacco inspection team.
- Utilizing computer systems for email correspondences, uploading, and saving evidence, and researching
- Communicating clearly and concisely both written and verbally; and
- Maintaining a professional demeanor with excellent customer service skills.

Preferred Skills

- Strong analytical, communication and organizational skills.

Minimum Qualifications

- Due to the laws governing the nature of this work, applicants must range from 18 to 20 years old.

- A four-year high school diploma or its educational equivalent.

To Apply

A RESUME AND COVER LETTER ARE REQUIRED.

EMAIL THESE DOCUMENTS TO dcwpjobs@dcwp.nyc.gov

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.

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.

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