The Department of Consumer Affairs (DCA) Legal Division seeks public service-oriented Macaulay Honors College juniors and seniors for two unpaid Fall 2012 legal internship positions.

**Company 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.

**WEBSITE URL**
www.nyc.gov/consumers

**Internship Description**
The Legal Division investigates and prosecutes illegal, deceptive and fraudulent business practices impacting on New York City consumers and engages in regulatory enforcement and compliance work to ensure that the Department’s nearly 78,000 licensees comply with the law. The Legal Division prosecutes businesses engaged in illegal conduct in the agency’s administrative tribunal, issues charges against businesses on behalf of aggrieved consumers, negotiates settlements, and generally ensures ongoing compliance with DCA’s laws, rules, decisions and settlements. Please visit nyc.gov/consumers for more information about DCA’s work.

Interns will assist in various investigations and prosecutions by means of conducting legal and fact-based research, processing and reviewing document production and other case-related materials, and providing general support to Legal Division attorneys and staff. Other responsibilities may include data entry, document drafting, and retrieving documents from various courts around the city.

**Hours and Pay**
For Fall 2012 school-year internships, interns must commit to a minimum of 10 hours per week. Please keep in mind that these positions are unpaid and the DCA cannot offer college credit.
**Qualifications**
Interns should have excellent interpersonal, research, writing, and analytical skills, and be detail-oriented. Interns should also be proficient in Microsoft Office, especially Word and Excel. Familiarity with Westlaw is helpful, but not required. All majors are welcome to apply, but an interest in law and public service will be considered a plus.

**Location**
42 Broadway - 8th Floor
New York, NY 10004

**Application Instructions**
Email a resume and cover letter in Microsoft Word format to Jobs@dca.nyc.gov with the appropriate email subject line: “Macaulay DCA Legal Division Internship – Fall 2012”