

City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00
Title Code No: 56057	Salary: \$35,000
Office Title: Intelligence Analyst	Work location: 100 Church St., N.Y.
Division/Work Unit: Background Intelligence Unit	Number of Positions: 2
Hours/Shift: 35 hours	

Job Description

Perform background investigations on applications for trade waste and public wholesale market licenses and registrations and other related applications. Duties and responsibilities include, but are not limited to, conducting accurate and timely computer searches using agency, proprietary, and other sources, properly analyzing the results, providing an accurate, reliable written summary of those results, and making recommendation for further investigative actions when the findings require. Interact with other law enforcement agencies, applicants, and others as necessary. Conduct other investigations as needed.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and 3 years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. An associate degree or 60 semester credits from an accredited college and 2 years of satisfactory, full-time experience as described in "1" above; or
3. A baccalaureate degree from an accredited college; or
4. Education and/or experience equivalent to "1", "2", or "3" above.
5. NYC residency required within 3 months of appointment.

Essential Skills

- *Excellent analytical, writing, and organizational skills
- *Self-motivated
- *Knowledge and efficiency in usage of public information databases such as WestLaw, Google and operational databases such as Microsoft Access
- *Knowledge of organized crime helpful

To Apply:

Anyone interested in applying for this position must submit 2 copies of the resume to:

Brigette Ervin
 Director of Human Resources
 New York City Business Integrity Commission
 100 Church Street, 20th Floor
 New York, NY 10007
 bervin@bic.nyc.gov
 Fax: 212-676-2846
 BIC is an EEO employer.

Post Date: 06/03/2009	Post Until: Filled	JVN: 831-09-013
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The City of New York is an Equal Opportunity Employer.