

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate

CODE NO: 56057

OFFICE TITLE: Administrative Assistant

SALARY RANGE: \$32,321 - \$53,788

UNIT/LOCATION: Main Office
100 Church Street, 20th Floor
New York, NY 10007

NUMBER OF POSITIONS: 1

SUPERVISOR: General Counsel

JOB DESCRIPTION:

New York City Business Integrity Commission, a combined law enforcement and regulatory agency with jurisdiction over the trade waste industry, the public wholesale markets and the shipboard gambling industry, seeks an administrative assistant to assist in the day-to-day operation and administration of the legal division and other work related to the agency's jurisdiction. The ideal candidate is detail-oriented, extremely motivated and can work well independently or in teams. Accuracy, efficiency and the ability to juggle multiple projects are key requirements of this position. The ideal candidate has high work standards and appreciates supervision that contributes to that result. Responsibilities include but are not limited to:

- Providing administrative support to staff attorneys with high volume caseload.
- Facilitating the work of the Legal Unit and the General Counsel by addressing administrative needs including drafting correspondence, assisting with file maintenance and organization, organizing meetings, maintaining agendas, transcribing notes and minutes at meetings, and performing related follow-up.
- Assisting in the preparation and service of written violations, stipulations, correspondence and Commission orders.
- Compiling and preparing exhibits, binders, affidavits, subpoenas, motions, violations, and other legal documents for hearings, depositions and court.
- Working with other relevant City agencies to obtain and track data or information, providing timely responses to external requests.
- Creating reports, including charts and spreadsheets, using Microsoft programs and agency databases.
- Maintaining well-organized and updated files and electronic records.
- Assisting with administrative tasks which include confidential information.
- Performing special projects, as requested.

PREFERRED SKILLS/QUALIFICATIONS:

- Organizational skills
- Writing skills
- Self-motivated
- Analytical skills and detailed oriented
- Interpersonal skills
- Must be proficient in MS Excel, Word and Access

QUALIFICATIONS REQUIRED:

1. A four-year high school diploma or its educational equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to "1" or "2" above.
4. **NYC residency required within 3 months of appointment.**

To Apply:

hresources@bic.nyc.gov **AND**

City employees: <https://a127-ess.nyc.gov/psp/prdess/?cmd=login>

Non-City candidates: <https://a127-jobs.nyc.gov/>

The City of New York and the Business Integrity Commission is an Equal Employment Opportunity employer.

POSTING DATE: January 4, 2013 **POST UNTIL:** Until Filled **POSTING #:** 831-13-070