

City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice

Civil Service Title: COMMUNITY ASSOCIATE	Level: 00	
Title Code No: 56057	Salary: \$32,321, 00 - \$53,788.00	
Office Title: Legal Assistant	Work location: 100 Church Street, New York, NY	
Division/Work Unit: Legal Unit	Number of Positions: 1	
Job Description		
<p>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 a Legal Assistant to assist with regulatory and background investigations and conduct other work related to the agency's jurisdiction. This position encompasses responsible work of varying degrees of difficulty and responsibility, performed under supervision of higher level staff and/or attorneys. Under supervision, with latitude for independent initiative and judgment, the candidate will perform work of various types including, but not limited to:</p> <ul style="list-style-type: none"> • Providing support to staff attorneys with high volume caseload. • Assisting in the administration of BIC's Violation Unit: scheduling of hearings, review of violations, facilitating settlements, scheduling witnesses and enforcement officers for hearings, and liaising with respondents. • Assisting in the preparation and service of written violations, stipulations, correspondence and Commission orders. • Requesting documents necessary for regulatory work such as tax, arrest and lien paperwork and following up with those requests when documents were not received. • Assisting staff attorneys in preparing for depositions. • Conducting research and analysis related to legal and policy issues, and preparing inter-office memoranda. • Field work that would entail visits to courts and other government agencies to review and/or photocopy records. 		
Qualification Requirements		
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and either one year of full-time satisfactory experience acquired in the United States, in the performance of legal assistant services, or Paralegal Certification obtained in the United States from an accredited program or from a approved by the American Bar Association; or 2. A baccalaureate degree from an accredited college including or supplemented by a combination of 12 semester credits in U.S History, U.S Political Science, U.S. Law, U.S Paralegal Studies, U.S Criminal Justice, Urban Studies, International Relations, and/or legal studies; or 3. An associate degree or 60 semester credits from an accredited college and 3 years of , full-time satisfactory experience acquired in the United States, in the performance of legal assistant services; or 4. A four-year high school diploma or its educational equivalent approved by a State Department of Education or a recognized accrediting organization and five years of full-time satisfactory experience acquired in the United States, in the performance of legal assistant services, or its equivalent. 5. NYC residency required within 3 months of appointment. 		
Essential Skills		
<ul style="list-style-type: none"> • Excellent analytical, writing, and organizational skills. • Self-motivated. • Computer literate in Microsoft Word, Excel, PowerPoint, Outlook, and other Microsoft Office applications. 		
To Apply:		
<p>hresources@bic.nyc.gov AND</p> <p>City employees: https://a127-ess.nyc.gov/psp/prdess/?cmd=login</p> <p>Non-City candidates: https://a127-jobs.nyc.gov/</p>		
The City of New York and the Business Integrity Commission is an Equal Employment Opportunity employer.		
Post Date: January 2, 2013	Post Until: Until Filled	JVN: 831-13-071