

**City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> 00	
<b>Title Code No:</b> 56057	<b>Salary:</b> \$32,321.00 - \$53,788.00	
<b>Office Title:</b> Licensing Specialist	<b>Work location:</b> New York, NY	
<b>Division/Work Unit:</b> Licensing Unit	<b>Number of Positions:</b> 1	
<b>Job Description</b>		
Under direct supervision of the Director of Licensing, the candidate will be responsible for processing applications and addressing related administrative matters for businesses operating in the trade waste industry and public wholesale markets. Duties include, but are not limited to, answering questions pertaining to license and registration applications and process, reviewing applications for completeness, data entry of applications, accepting and processing applicable fees, answering telephones, filing, and assisting in special projects.		
<b>Qualification Requirements</b>		
1. A baccalaureate degree or an associate degree; or		
2. A four-year high school diploma or its educational equivalent;		
However, all candidates must possess at least one year of clerical or administrative experience.		
3. NYC residency required within 3 months of appointment.		
<b>Essential Skills</b>		
* Excellent oral, written, and interpersonal communication skills		
* Excellent organizational skills		
* Self-motivated		
* Attention to detail a must		
* Ability to multitask		
* Computer proficient		
TO APPLY, PLEASE SUBMIT YOUR COVER LETTER & RESUME WITH <b><u>JVN NUMBER</u></b> IN THE SUBJECT LINE TO:		
<a href="mailto:hresources@bic.nyc.gov">hresources@bic.nyc.gov</a>		
<b><u>AND</u></b>		
City employees: <a href="https://a127-ess.nyc.gov/psp/prdess/?cmd=login">https://a127-ess.nyc.gov/psp/prdess/?cmd=login</a>		
Non-City candidates: <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a>		
APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL		
<b>Post Date:</b> 2/5/15	<b>Post Until:</b> Filled	<b>JVN:</b> 831-15-105

**The City of New York and the Business Integrity Commission is an Equal Opportunity Employer.**