

City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$32,321 - \$53,788
Office Title: Receptionist	Work location: New York, NY
Division/Work Unit: Licensing Unit	Number of Positions: 1
Job Description	
<p>Under direct supervision, the candidate will be responsible for operations at the reception area at the New York City Business Integrity Commission, the agency that regulates the New York City trade waste industry and public wholesale markets. The candidate will answer telephone and in-person inquiries and address related administrative matters for the regulated businesses and persons. Duties include, but are not limited to: answer questions that pertain to license and registration applications and process; direct calls, obtain accurate information internally and through various governmental entities in order to assist and direct members of the public; review documents for accuracy and completeness; data entry; filing, and assist in special projects.</p>	
Qualification Requirements	
<ol style="list-style-type: none"> 1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or 2. Education and/or experience is equivalent to "1" above. 3. NYC residency required within 3 months of appointment. 	
Preferred Skills and Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree or an associate degree 2. One year of clerical or administrative experience. 	
Essential Skills	
<ul style="list-style-type: none"> • Excellent interpersonal communication skills • Excellent oral, written, and organizational skill • Self-motivated • Attention to detail a must • Ability to multitask • Computer proficient 	
<p>To apply, please submit your cover letter and resume with the <u>JVN NUMBER</u> in the subject line to:</p> <p style="text-align: center;">hresources@bic.nyc.gov</p> <p style="text-align: center;"><u>and</u></p> <p style="text-align: center;">City employees: https://a127-ess.nyc.gov/psp/prdess/?cmd=login</p> <p style="text-align: center;">Non-City candidates: https://a127-jobs.nyc.gov/</p> <p style="text-align: center;">Appointments are subject to the approval of the Office of Management and Budget (OMB)</p>	
Post Date: 7/10/14	Post Until: Filled
JVN: 831-14-089	

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