

The New York City Business Integrity Commission is seeking four (4) paralegals to assist agency counsel and forensic auditors in all aspects of investigative research and analysis. The New York City Business Integrity Commission is a combined law enforcement and regulatory agency with jurisdiction over the trade waste industry, the public wholesale markets and the shipboard gambling industry. The preferred candidates possess superior organizational, interpersonal, and communication skills. Personal character, integrity, judgment, and maturity are essential.

The selected candidates will, with the assistance of investigators, auditors and technical personnel, conduct investigative interviews and record searches, review and interpret findings, summarize research results, coordinate work with other units in the agency as well as partner agencies to meet strict deadlines.

This is a for a one year temporary assignment.

**Required skills and abilities:**

- Strong written and verbal communication skills
- Excellent attention to detail and strong organizational skills
- Ability to work efficiently in a fast-paced environment with or without direct supervision and coordinate multiple projects.
- Strong computer skills, including proficiency with Microsoft Office and the ability to locate specific items on the internet
- Strong writing and editing skills
- Flexibility for additional hours as needed
- Paralegal Certificate a plus

**Education, Certifications, and/or Experience:**

BS/BA degree or equivalent experience preferred

The salary is \$45,000.

To apply, please send your resume and writing sample to [hresources@bic.nyc.gov](mailto:hresources@bic.nyc.gov) or

Human Resources,

NYC Business Integrity Commission,

100 Church Street, 20<sup>th</sup> Floor, New York, NY 10007