

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

<b>Civil Service Title:</b>	<b>Level:</b>	
<b>Title Code No:</b>	<b>Salary:</b> Unpaid Internship	
<b>Office Title:</b> Legal Assistant	<b>Work location:</b> 100 Church St., N.Y.	
<b>Division/Work Unit:</b> Legal Division	<b>Number of Positions:</b> 1	
<b>Hours/Shift:</b> Flexible		
<b>Job Description</b>		
New York City Business Integrity Commission, a law enforcement agency for the trade waste industry, the public wholesale markets and the shipboard gambling industry, seeks a legal assistant to assist the agency's attorneys in maintaining files, making follow-up calls, drafting correspondence, and updating the unit's computerized system that is necessary for data entry and retrieval.		
<b>Requirements</b>		
Full-time/part-time undergraduate student who is motivated, independent, who possesses the ability to work independently. Candidate must be organized and professional. Candidate must also have excellent skills in both oral communication and in written work, past legal experience is a plus, but not required.		
<b>Essential Skills</b>		
<ul style="list-style-type: none"> <li>* Excellent analytical, writing, and strong organizational skills</li> <li>* Self-motivated</li> <li>* Ability to work independently and within groups</li> <li>* Candidates are preferred to be computer literate in Microsoft Word, Excel, Outlook and other Microsoft Office applications</li> </ul>		
<b>To Apply:</b>		
<p>Anyone interested in applying for this internship must submit resume to:</p> <p style="margin-left: 100px;">Darlene Whinfield  Director of Human Resources  New York City Business Integrity Commission  100 Church Street, 20th Floor  New York, NY 10007  <a href="mailto:hresources@bic.nyc.gov">hresources@bic.nyc.gov</a>  Fax: 212-676-2846  BIC is an EEO employer.</p>		
<b>Post Date:</b> 9/22/2010	<b>Post Until:</b> Until Filled	<b>JVN:</b> N/A

**The City of New York is an Equal Opportunity Employer.**