



Shari C. Hyman  
Commissioner and Chair

Darlene Martinez  
Director of Human Resources

100 Church Street  
20th Floor  
New York, NY 10007

+1 212 676 6219 tel  
+1 212 676 2846 fax  
[www.nyc.gov/bic](http://www.nyc.gov/bic)

## SUMMER INTERNSHIP PROGRAM 2014 BIC-005 – Legal Unit

### **Agency Description:**

The mission of BIC is to eliminate organized crime and other forms of corruption and criminality from the industries it regulates. BIC's goals are numerous: to ensure that the regulated businesses are able to compete fairly; marketplaces remain free from violence, fraud, rackets, and threats; make sure that customers receive fair treatment; and that businesses, which are allowed to operate in these industries, always conduct their affairs with honesty and integrity.

### **Position Title:**

Legal Intern

### **Internship Responsibilities:**

Conduct legal research, participate in depositions, conduct background work, draft correspondence, and provide overall support to the legal unit.

### **Qualifications/Special Skills/Area of Study:**

- Excellent analytical skills.
- Excellent written, oral, and interpersonal skills.
- High proficiency with Microsoft Office, particularly Word and Excel.
- Must be responsible, flexible, and hardworking.

To participate in BIC's summer internship opportunities, graduate and law school students must be currently enrolled or accepted into a graduate program and undergraduate students must be enrolled in college or university.

### **Work Schedule:**

20-25 hrs a week

### **Salary Range:**

All internships are unpaid

### **To Apply:**

Submit resume and cover letter indicating BIC- 005- Legal Intern to:  
[hresources@bic.nyc.gov](mailto:hresources@bic.nyc.gov).

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