



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

SUMMER INTERNSHIP PROGRAM 2014 BIC-008 – Market Enforcement 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.

Unit Description:

Monitor compliance with NYC rules and regulations citywide in both public markets and private carting industries. Investigation of complaints of a criminal or administrative nature. Conducts surveys involving internal and external resources for projection of statistical reports and deployment of resources. Issuance of notice of hearing for violations of NYC rules and regulations. Patrol the 5 boroughs to ensure compliance of all trade waste laws and regulations by the private carters and take enforcement action against unlicensed carters.

Position Title:

Market Administrative Intern

Internship Responsibilities:

The candidate will assist and facilitate the expeditious processing of daily reports, incoming mail, and enter information received into an internal database. The candidate will also review and process all documents submitted by supervisors after field work, submit to the Market Director, photocopy, and file for record keeping.

Qualifications/Special Skills:

- Excellent organizational skills.
- Able to multi-task.
- Must be responsible, flexible, and hardworking.

To participate in BIC's summer internship opportunities, students must currently be enrolled in high school or college.

Work Schedule:

20-25 hrs a week

To Apply:

Submit resume and cover letter indicating BIC-008- Market Enforcement Intern to:
hresources@bic.nyc.gov.

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