



## JOB VACANCY POSTING NOTICE

**Job ID:** 524115  
**Business Title:** Deputy Commissioner's Office Intern  
**Proposed Salary Range:** \$19.93 - \$24.73  
**Division/Work Unit:** Treasury & Payment Services/D/C Treasury & Payment Services  
**Work Location:** 1 Centre Street, New York, NY  
(Current location but could be subject to change)  
**Career Level:** Student  
**Civil Service Title:** Summer Graduate Intern **Level:** N/A

**\*\* THIS POSTING HAS BEEN EXTENDED - CANDIDATES WHO APPLIED TO THE PREVIOUS POSTING DO NOT NEED TO RE-APPLY \*\***

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

### Division Description:

The Treasury and Payment Services Division has over 500 staff and oversees the agency's management of the City's cash balances and its relationships with banking institutions. The division is responsible for the oversight of all City payment websites, the payment processing of tax returns, property recording forms, parking violation programs, and the collection of delinquent accounts. Treasury and Payment Services is also responsible for collecting outstanding violations issued by City agencies and adjudicated by the Environmental Control Board.

### Job Description:

The Treasury and Payment Services Deputy Commissioner Office is seeking a graduate student intern to assist the Deputy Commissioner with key projects and initiatives including, but not limited to the following:

- Creating a new Annual Parking Tickets Report as required by New York City Local Law 6 of 2022 with detailed information on parking tickets issued, adjudicated, and resolved through DOF programs for commercial vehicles.
- An analysis of properties that have been removed multiple times from the tax lien sale at-risk pool. The analysis will include the reasons for removal and suggest steps that DOF may consider to improve proactive collection of property taxes.
- Analyzing the collection rates for DOF's three major non-property tax debts: business tax warrants, parking ticket judgments, and environmental control board judgments. Review will compare issuance, enforcement rates, pre- and post-collection rates, and other variables in a consistent manner across the three debt types.
- Assisting with the communication of major TPS policy initiatives to other DOF divisions and other City agencies.

### Minimum Qualification Requirements:

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

**Preferred Skills:**

- Excellent oral and written communication skills.
- Detail oriented and focused on results.
- Proficiency with computer-based tools such as Microsoft Excel, PowerPoint and Access.
- Must be able to work with independent initiative and minimal supervision.

**Additional Information**

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The student will be asked to sign a Tax Secrecy agreement and should understand the rules that prevent nondisclosure of Department of Finance information.

**Residency Requirement:**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

Click the "**Link Below**" to be directed to [nyc.gov/jobs](https://nyc.gov/jobs) and be able to submit your resume/cover letter.

<https://a127->

[jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_SCHJOB\\_FL&Action=U](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U)

**IMPORTANT:** Type in the Job ID # in the box in and make sure to select "**Finance**" on the Agency drop-down list to access the position to apply.

While we appreciate every applicant's interest, only those under consideration will be contacted.

**Posting Date:** 03/17/2022

**Post Until:** 04/03/2022

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