

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Investigations and Compliance

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Agency Description

At the NYC Department of Buildings, we are responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency, and professionalism. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

Unit Description

The Licensing Background unit performs background investigations on applicants for trade licenses.

Position Title

Investigative Intern, Licensing Backgrounds

Internship Responsibilities

The Intern will, under direction and supervision of the Deputy Director, Licensing Background Investigators of the Licensing Background Unit:

- Research, request and obtain relevant documentary evidence from individuals and businesses
- Utilize electronic research databases to investigate pending applicants

- Utilizes computer systems to assist in the processing of investigations and maintain case records
- Respond to, and address written and verbal inquiries from the public

Qualifications/Special Skills/Area of Study

Minimum Requirements: Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

- Strong writing, problem solving and analytical skills
- Proficiency in MS Office Suite including Excel, MS Word, PowerPoint
- Ability to communicate effectively
- Demonstrated interest in one or more of the following areas:
 - Investigations
 - Criminal Justice
 - Law

Application Process

JobsNYC <https://cityjobs.nyc.gov/>

Job ID#: 631634

Salary Range \$16.00-17.50

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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