

City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice

Civil Service Title: COMMUNITY ASSISTANT	Level: 00
Title Code No: 56056	Salary: \$27,421.00
Office Title: Licensing Specialist	Work location: 100 Church St., N.Y.
Division/Work Unit: Licensing Division	Number of Positions: 3
Hours/Shift: 35 Hours	
Job Description	
Under direct supervision of the Assistant Commissioner for Licensing, the candidate will be responsible for assisting applicants for trade waste or public wholesale markets licenses and registrations, included but not limited to, answering questions pertaining to license or registration applications, reviewing applications for completeness and processing the applications, data entry of applications, accepting and processing license, registration, and truck fees, answering telephones, filing, and assisting in special projects.	
Qualification Requirements	
1. A baccalaureate degree or an associate degree; or	
2. A four-year high school diploma or its educational equivalent; or	
However, all candidates must possess one year of clerical or administrative experience.	
3. NYC residency required within 3 months of appointment.	
Essential Skills	
* Excellent oral, written, and interpersonal communication skills	
* Excellent organizational skills	
* Self-motivated	
* Attention to details a must	
* Experience in MS Access	
To Apply:	
Anyone interested in applying for this position must submit two copies of resumes and writing sample to:	
Maria Hernandez Assistant Director of Human Resources New York City Business Integrity Commission 100 Church Street -20th Floor New York, New York 10007 FAX: 212-676-2846 mhernandez@bic.nyc.gov BIC is an EEO employer.	
Post Date: 06/03/2009	Post Until: Filled
JVN: 831-09-012	

The City of New York is an Equal Opportunity Employer.