

**City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
**Job Vacancy Notice**

**REVISED**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$33,799.00-\$56,249.00
<b>Office Title:</b> Intelligence Analyst	<b>Work location:</b> New York, NY
<b>Division/Work Unit:</b> Background Investigation Unit	<b>Number of Positions:</b> 2

**Job Description**

Under supervision, the Intelligence Analyst will conduct background investigations of applicants who are seeking public wholesale market and commercial waste removal licensure and registration, as well as conduct intelligence research to aid in criminal and civil investigations.

The candidate must have experience in the use of proprietary databases, collecting and analyzing intelligence and research information, and preparing detailed reports.

**Qualification Requirements**

1. A four year high school diploma or its educational equivalent and three years of full-time, satisfactory experience in activities related to duties described above; or
2. A baccalaureate degree from an accredited college.
3. **NYC residency required within 3-months of appointment.**

**Essential Skills**

- Excellent organization, communication, writing, and analytical skills
- Ability to quickly learn and use proprietary applications and various computer systems
- Must be Self-motivated and detail oriented
- Ability to multitask and work in a collaborative environment
- Ability to interact and communicate with all levels of staff, law enforcement representatives, and applicants
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Access)
- Knowledge of criminal justice system
- Bachelor's degree preferred

To apply, please submit your cover letter and resume with the **JVN NUMBER** in the subject line to:

[hresources@bic.nyc.gov](mailto:hresources@bic.nyc.gov)

**and**

**City employees:** <https://a127-ess.nyc.gov/psp/prdess/?cmd=login>

**Non-City candidates:** <https://a127-jobs.nyc.gov/>

Appointments are subject to Office of Management and Budget (OMB) approval

**Post Date:** 5/13/15

**Post Until:** Filled

**JVN:** 831-15-108

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