

NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE

Position: Intake Investigator, Mayor's Office of Special Enforcement

Location: New York, New York

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, including behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

JOB RESPONSIBILITIES: The Intake Investigator assists with the intake and investigation of complaints regarding various quality of life matters for the Office of Special Enforcement, working alongside the Executive Director, Deputy Director, and investigative team members. Historically, OSE has focused on areas presenting quality of life issues in New York City, including adult use locations, trademark counterfeiting bazaars, and illegal conversions of apartment buildings into hotels. OSE is seeking an Intake Investigator to:

- Administer the community complaint program from intake of complaints to response to complainant;
- Interview witnesses and complainants and prepare reports on the interviews, conduct research and title searches and retrieve documents in support of enforcement and legal actions commenced by OSE; and
- Compile intelligence data for possible use in nuisance abatement action, attend community meetings and service agency meetings to compile quality of life concerns.

- The Intake Investigator may also be called upon to participate in investigative operations as required in support of enforcement actions, and be required to serve court orders on defendants and testify at court proceedings.

PREFERRED SKILLS/QUALIFICATIONS:

- A minimum of one year of full-time professional experience as an investigator, including significant experience in the intake and initial investigation of complaints.
- Demonstrable ability to conduct internet research in support of investigations and policy development.
- Excellent organizational, time-management, and multi-tasking skills.
- Strong oral, written, and interpersonal communication skills.
- Proven ability to establish and maintain effective working relationships with a wide range of entities from government agencies, other prosecutorial and regulatory bodies, and community organizations.
- Bachelor's degree required.

SALARY: Commensurate with experience.

TO APPLY: Submit a cover letter, resume, and three (3) references to CJCResumes@cityhall.nyc.gov. Please be sure to include "Investigator, Mayor's Office of Special Enforcement" in the subject line.

New York City Residency Is Required Within 90 Days of Appointment
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