

**City of New York  
DEPARTMENT OF INVESTIGATION  
Job Vacancy Notice**

**JOBID: INTAKE0508**

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> L0
<b>Title Code No:</b> 3114A	<b>Salary:</b> \$65,000 - \$75,000
<b>Office Title:</b> Intake Unit Supervisor	<b>Work location:</b> 80 Maiden Lane, New York, NY.
<b>Division/Work Unit:</b> Squad 11 – IG-DOE	<b>Number of Positions:</b> 1

**Job Description**

The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the People of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

The Department of Investigation’s Inspector General for the New York City Department of Education (“IG-DOE”) investigates corruption, misconduct, or other illegal, unethical or improper activities by officials, employees, contractors, and vendors doing business with the DOE - the nation’s largest school district enrolling more than 1.1 million students and employing 140,000 staff located in over 1,800 facilities.

Squad 11 – IG-DOE is seeking an experienced, self-motivated candidate to serve as the Intake Unit Supervisor. Under the guidance of the Inspector General (“IG”), First Deputy IG, Chief Investigator, and Deputy Chief Investigator, the candidate will have the following responsibilities:

- Supervise the designated intake personnel in a professional manner.
- Assist the intake investigators in taking reports and obtaining information relating to complaints.
- Conduct interviews to obtain complaint information.
- Review and edit each entered complaint for accuracy.
- Follow up with complainants and agencies for additional required information.
- Ensure information is entered into the designated database.
- Oversee the referral of complaints to other agencies.
- Train intake investigators on the duties that are required in their position.
- Handle case sensitive data in a confidential and secure manner.

Those hired by Squad 11 – IG-DOE are DOE salaried employees.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made, or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to “1” or “2” above.

**Preferred Skills**

1. Prior work experience in any of the following fields: investigation, law enforcement, inspections, and/or auditing.
2. Strong supervisory, interpersonal, interviewing, and analytical skills.
3. Demonstrate strong writing skills.
4. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
5. Ability to work well with all levels of staff and management.
6. Proficiency in Microsoft Office and various computer programs.
7. Foreign language skills is a plus.

**To Apply:**

Send resumes, cover letters, and writing samples electronically to [applicant@nycsci.org](mailto:applicant@nycsci.org). Please do not email, mail or fax your resume to IG-DOE directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes IG-DOE receives for positions, only selected candidates will be contacted. Appointments are subject to Office of Management & Budget approval for budgeted headcount.

**Post Date:** 02/15/2018

**The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.**