

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Investigator (Discipline/Staff Conduct)	Level: I
Title Code No: 06316	Salary: \$39,370- \$49,791 Frequency: ANNUAL
Business Title: Investigator (Discipline/Staff Conduct)	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Investigation Division	Number of Positions: 1
Job ID: 261568	Hours/Shift: Day

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, 9 of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The Investigation Division (ID) is integral to the DOC's efforts to ensure the integrity, professionalism, and accountability of its staff. The Investigation Division is responsible for investigating acts of misconduct, both on and off-duty, allegedly committed by uniformed and civilian staff, involving excessive use of force, undue familiarity with inmates, firearms regulation violations, erroneous discharges, escapes, improper outside employment, and any other conduct unbecoming a member of the DOC, or of a nature that brings discredit upon the DOC. In addition, the Investigation Division is charged with investigating allegations against both staff and inmates involving sexual assaults. More than sixty five staff members are assigned to the Investigation Division; its investigative staff consists of both civilians and officers.

Under general supervision, with latitude for independent action and decision-making, assignment level I Investigators will interview DOC uniformed and non-uniform employees, who are represented by union attorneys, as well as inmates and other witnesses; obtain documentary evidence such as medical records and DOC reports, surveillance video, and inmate telephone call records and recordings; draft interview reports and closing reports, in which they must concisely summarize the evidence uncovered during the investigation, their factual findings and the analysis and reasoning employed to reach these findings and their conclusions as to whether misconduct occurred; testify before administrative tribunals (the New York City Office of Administrative Trials and Hearings) and at times work closely with the New York City Department of Investigation and prosecutors; remain knowledgeable about DOC procedures, rules, and regulations, administrative disciplinary procedures, and the criminal justice system; and perform related duties as assigned.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science, inspection, investigation, law enforcement, personnel administration, police science, and security, 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

- The qualified candidate will receive training in DOC investigative skills and procedures;
- Excellent communications skills; strong analytical, problem-solving, research, and writing skills;
- Ability to be objective and thorough in conducting investigations of law enforcement personnel;
- Posses a New York State valid driver's license; Foreign language skills are desirable;
- Ms Office (Word, Excel, PowerPoint, Outlook) proficiency;
- The successful candidate must clear a background investigation.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **261568**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **261568**

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 9/8/16	Post Until: 9/22/16
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