City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice
REPOST

Civil Service Title: Investigator	**Level:** N/A
Title Code No: 31105	**Salary:** $37,492 - $59,863 **Frequency:** ANNUAL
Business Title: Investigator	**Work Location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Applicant Investigation Unit	**Number of Positions:** 1
Job ID: 223470	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Corrections (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 15 inmate facilities, ten of which are located on Rikers 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 DOC's Applicant Investigation Unit is responsible for the recruitment, investigation and selection of candidates for the position of Correction Officer. The Applicant Investigation Unit seeks to recruit an Investigator. Under general supervision, with latitude for independent initiative and judgment, the Investigator is responsible for, but not limited to the following:

- Ensures that candidate's background checks are sent out and received;
- Prepares reports, plans and coordinates investigation schedules and assignments;
- Run background checks through eJustice, IIS, IFCOM, Webcrims, Google and various watchdog registries;
- Contact and interview candidates;
- Gather information through collateral contacts;
- Formulate questions for the candidates based on documents procured during the course of the investigation process;
- Ensures the legitimacy of submitted documents and run cross checks for authenticity;
- Perform field visits to businesses, communities and other contacts;
- Perform general checks of various social media, along with other investigatory practices, to ensure the vetting process for the best Correction Officer candidates and;
- Perform related work and special projects.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and three years of satisfactory full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. An associate degree from an accredited college or university or 60 semester credits from an accredited college and two years of satisfactory full time experience as described in 1 above; or
3. A baccalaureate degree from an accredited college or university; or
4. A satisfactory combination of education and/or experience equivalent to 1, 2, or 3 above.

Preferred Skills

- Excellent oral and written communication skills.
- Excellent research and analytical skills.
- Proficient in Microsoft Office Suite.
- Firearms qualified is a plus

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# **223470**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **223470**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Posting Date: 11/19/15	**Post Until:** 6/20/16

The City of New York is an Equal Opportunity Employer