City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Investigator (Discipline)	**Level:** II
Title Code No: 06316	**Salary:** $25.0208/Hour - $35.6229/Hour **Frequency:** Hourly
Office Title: Investigator (Discipline/Staff Conduct) **Part-time**	**Work location:** 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Investigation Division	**Number of Positions:** 10
Job ID: 220512	**Hours/Shift:** Various-no more than 28 hour per week

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States. It provides for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The Department of Correction operates 14 inmate jail facilities including ten that are on Rikers Island, the court pens in the five boroughs, and two prison hospital wards, handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and civilian staff.

The Investigation Division (ID) is integral to the Department of Correction'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 Department of Correction, or of a nature that brings discredit upon the Department of Correction. 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 considerable latitude for independent action and decision-making, assignment level II Investigators interview Department of Correction officers and civilian employees, who are represented by union attorneys, as well as inmates and other witnesses. They obtain documentary evidence such as medical records and Department of Correction reports, surveillance video, and inmate telephone call records and recordings. Investigators 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. Investigators 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. Investigators become knowledgeable about Department of Correction procedures, rules, and regulations, administrative disciplinary procedures, and the criminal justice system.

Assignment level II investigators may also supervise and train other investigators.

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", "2" above.

Preferred Skills

Investigators must have a strong investigative background, excellent communications skills, strong analytical and writing skills, the ability to be objective and thorough in conducting investigations of law enforcement personnel, and a valid driver's license. Foreign language skills are desirable. The preferred candidate has a BA/BS. Successful candidates must clear a background investigation.

Residency Requirements

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# **220512**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **220512**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 5/6/16	**Post Until:** 5/10/16

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