

**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- \$59,300 Frequency: ANNUAL
Business Title: Investigator (Discipline/Staff Conduct)	Work Location: 59-17 Junction Blvd Corona NY
Division/Work Unit: Health Management Division	Number of Positions: 1
Job ID: 265830	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 Health Management Division seeks to hire an Investigator. This position encompasses the performance of those related task necessary for the conduct of highly confidential and sensitive investigations and studies concerning the corruption, misconduct, or other illegal, unethical or improper activities of agency officials, or employees, and the development and implementation of plans and programs for the control and prevention of such corruption, misconduct or other illegal, unethical or improper practices. The position is divided into two assignment levels based upon the level of responsibility or technical expertise required.

The selected candidates perform surveillance, interrogates subjects and witnesses, examines and analyzes documentation, maintains case records, prepares reports, makes recommendations as to appropriate actions to be taken following investigation, testifies at hearings and court proceedings, works in close coordination with federal, state, other city investigation and law enforcement agencies, analyzes and evaluates existing and proposed agency procedures, performs handwriting analysis, conducts security surveys of agency operations and facilities, investigates the possible illegal or improper activities of regarding the use of sick leave.

Duties also include generating violations on all Sick Leave Directive infractions, i.e. failure to login/ out of residence, AWOLS, and failure to report sick one hour of the start of their tour and failure to report for a scheduled appointment.

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# **265830**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **265830**

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

Only those candidates under consideration will be contacted.

Posting Date: 10/3/16	Post Until: 10/17/16
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The New York City Department of Correction and The City of New York are Equal Opportunity Employers