

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

Civil Service Title: Investigator	Level: N/A
Title Code No: 31105	Salary: \$37,492.00 - \$59,863.00 Frequency: ANNUALLY
Office Title: Social Media Investigator	Work location: 75-20 Astoria Boulevard, East Elmhurst, NY 11370
Division/Work Unit: Applicant Investigation Unit	Number of Positions: 1
Job ID: 240372	Hours/Shift: Day Shift

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 12 inmate facilities, nine 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 Applicant Investigation Unit (AIU) seeks to hire a motivated individual who will become a part of the AIU Social Media Investigator team. Under the direction of the Project Manager, the selected candidate will be responsible for investigating potential recruit’s social media affiliations, accounts and activities. Typical tasks include but are not limited to the following:

- Performs in-depth investigative computer searches and queries for perspective candidates using technological analytics tools.
- Compiles in-depth investigative management reports on background and social media findings.
- Works closely with Investigation and the Information Technology (IT) Division to resolve problem cases related to accessing social media sites and databases.
- Provides reports to senior management on questionable findings pertaining to potential recruits.
- Notifies the Project Manager and team members of information that refutes employment if found.
- Develops proficiency in intelligence augmentation software for use in ongoing investigations.
- Participates in evaluation of new services and web content for applicant investigative purposes.
- Assist the AIU Investigation Team and work with the Information Technology Divisions members as needed to create, or revise system generated technological reports.
- Act as a liaison between AIU and IT

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

Knowledge of MS Office proficiency (Word, PowerPoint, Outlook, and Excel); analytics tools, Google+, Yahoo, Bing and other search engines, the ability and desire to read, analyze, and distill large amounts of information from social networking profiles, online forums, blogs and articles, then utilize that information to further the investigation. Disseminate information with attention to detail and accuracy, ability to gather sensitive information and maintain a high level of confidentiality; excellent writing, communication, problem-solving and organizational skills. Proven working experience in social media or related field. The candidate should possess a strong affinity to search the internet and uncover information unfamiliar to the novice and average user.

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# 240372
For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 240372
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 5/17/16

Post Until: 5/20/16

The City of New York and the Department of Correction are Equal Opportunity Employers