

**City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice**

Civil Service Title: Community Associate	Title Code No: 56057
Unit: Office of Inspector General for the NYPD	Work location: 80 Maiden Lane, Manhattan
Office Title: Data Assistant	
Number of Positions: 1	Salary: \$34,644.00 to \$57,655.00 Commensurate with Experience

Job Description

The Department of Investigation’s Office of Inspector General for the New York Police Department (“Office” or “OIG-NYPD”) is authorized to “investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices,” of the NYPD, with the goals of enhancing effectiveness of the police department, increasing public safety, protecting civil liberties and civil rights, and increasing the public’s confidence in the police force.

OIG-NYPD is seeking a Data Assistant to aid with research projects on selected operations, policies, programs, and practices of the NYPD. The Data Assistant will work within the Office’s Policy Analysis Unit to support the unit’s quantitative and qualitative policy and data analysis. Key responsibilities will include data entry, coding, and cleaning of datasets to prepare them for statistical analysis. The Data Assistant may also assist in performing research, preparing for and conducting interviews related to policing issues, drafting sections of reports, evaluations and correspondence, developing graphics, and maintaining research files.

The Data Assistant must have strong quantitative and qualitative research skills, good communication skills, and be conscientious, detail-oriented, self-motivated, and flexible enough to perform effectively both independently and as part of a multi-disciplinary team.

Qualifications

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

- Baccalaureate degree in a social science or related field
- Experience in organizing, coding, and entering various forms of data (statistical, textual, and other documents)
- Knowledge of Excel and experience with statistical software programs like SPSS and R; preference will be given to those with additional experience with geographical mapping software like ArcGIS
- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, police accountability, and/or civil rights issues.

To Apply:

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess>

Click on Recruiting Activities/Careers and Search for Job ID # 246839

All other applicants, please go to www.nyc.gov/career/search and search for Job ID# 246839

PLEASE DO NOT EMAIL, MAIL OR FAX YOUR RESUME TO DOI DIRECTLY.

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 two 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.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 7/12/2016

Post Until 10/6/2016

The City of New York is an Equal Opportunity Employer.