

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: Confidential Investigator	Title Code No: 31143
Unit: Office of Inspector General for the NYPD	Work location: 80 Maiden Lane, Manhattan
Office Title: Investigator	
Number of Positions: 1	Salary: \$47,040.00 to \$60,000.00 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 an Investigator to conduct confidential and sensitive investigations into the operations, policies, programs and practices of NYPD. Investigations may involve review of police reports, and related arrest documentation; interviews with members of the public and law enforcement professionals; gathering and analysis of evidence; investigative field operations; and other investigative tactics. Investigators will be expected to critically analyze problems and deficiencies relating to operations of the NYPD and prepare well-organized, thorough written investigative memos and sections of OIG-NYPD’s public reports. Responsibilities may also include screening and investigating public complaints related to NYPD and/or involving individual members of NYPD and other agencies. The successful Investigator candidate will be conscientious, self-motivated, and a creative thinker who is able to perform effectively both independently and as part of a team.

Qualifications

- A 4-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in the field of investigation, auditing, law enforcement, security, inspection, or a related field; or
- A baccalaureate degree from an accredited college; or
- Education and/or experience equivalent to “1” or “2” above; and
- Strong written and oral communication skills

Preferred Skills

- Knowledge of, and demonstrated interest in, police accountability, law enforcement, criminal justice, and/or civil liberties and civil rights issues
- Graduate or baccalaureate degree in the field of law, criminal justice, urban studies, public policy, public administration, social sciences, , or other relevant field, or at three to five years of experience in an investigative or law enforcement role performing administrative, criminal, or internal investigations
- Strong interpersonal skills and excellent judgment
- Familiarity with New York City a plus
- Valid New York State driver’s license
- Excellent verbal and written communication skills
- Strong analytical skills
- Experience working with both government agencies and members of the public
- Knowledge of Accurint, Lexis Nexis, E-Justice
- Working knowledge of Microsoft Office applications (Excel, Word, PowerPoint)

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 # 254600.

All other applicants, please go to www.nyc.gov/career/search and search for Job ID# 254600.

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: 8/18/16

Post Until 11/15/16

2017-032-254600

