

Confidential Assistant to the Comptroller

Acts as confidential aide to the Comptroller, Deputy Comptrollers and the Administrative Assistant to the Comptroller (in Charge of Administration) in pursuit of matters referred to her for comprehensive investigation and reports. Such reports must be held in strict confidence and all research and probing to determine pertinent facts, circumstances propriety of actions allegedly performed by contractors, vendors and/or members of the Department staff must be done with tact and a working knowledge of particular operations under scrutiny.

Performs confidential and administrative level interviews discreet field investigations on personnel matters pertaining to suspected inefficiency or misconduct by field auditing personnel inspectors and claim examiners.

Conducts confidential inquiries relative to complaints made to the office of the Mayor and/or the Department of Investigations, and forwarded to the Comptroller for appropriate disposition and report; such inquiries involve the activities of one or more agencies in addition to the office of the Comptroller