

**City of New York
DEPARTMENT OF INVESTIGATION
Intern Vacancy Notice *Updated***

Intern Title: Technical Services Intern

Intern ID: 0008

Work location: 180 Maiden Lane

Intern Description

As of August 2, 2021, all new interns must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

The "Techroom" has been operational since 1975 and serves DOI as its principal support unit for any investigations and related field operations involving the gathering of electronic evidence through covert means. The Techroom utilizes state of the art electronic recording devices capable of discreetly capturing consensual audio and video exchanges, and other investigative tools and resources, all while maintaining and within strict legal parameters.

The candidates selected for this position will assist, where possible, to support DOI investigations related to allegations of fraud and/or misconduct by assisting on authorized and/or court-ordered covert electronic recordings, handling and archiving electronic evidence collected using devices including analog and digital audio video recorders, photographic equipment and computer network data delivery systems. Candidates may be asked to assist to establish and preserving the chain of custody of electronic and digital evidence, logging and securing property, and where possible, assist with field assignments where safety considerations are minimal. Duties may also include the controlled allocation, testing and demonstration of technical equipment temporarily issued to field investigators using an electronic quartermaster database system. Candidate may be asked to evaluate, recommend and propose justifications for procuring state-of-the-art technical equipment.

If selected, the intern will be fingerprinted and undergo a background investigation. In addition, for positions that have a law enforcement and/or investigative function, the candidate's consumer credit history will be reviewed during the background investigation, and as otherwise permitted by NYC Administrative Code § 8-107(24)(b)(2)(A)

This is an unpaid internship.

Essential Duties

- With guidance, test and prepare electronic evidence gathering devices for field deployment;
- Assist to review and process submitted evidence
- Under supervision, operate recording capture and duplication devices and systems
- Field test and provide report on new technical equipment

Required Knowledge, Skills and Abilities

- Basic knowledge of the use of electronic recording devices
- Proficiency in basic computer applications, including MS Word and Access
- Strong interpersonal, logistical, organizational, time management and writing skills
- Willingness and motivation to learn and implement new skills

Post Date: 9/27/2022

Post Until: 11/30/2022

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.