

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

<b>Civil Service Title: Confidential Investigator</b>	<b>Level: 3</b>
<b>Title Code No: 31143</b>	<b>Salary: \$70,000.00 - \$81,159.00</b>
<b>Office Title: Investigative Attorney</b>	<b>Work location: 80 Maiden Lane</b>
<b>Division/Work Unit: Squad 10/OIG-NYPD</b>	<b>Number of Positions: 1</b>

**Job Description**

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 Department of Investigation’s Office of the Inspector General for the New York City 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 NYPD, with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public’s confidence in the police force.

OIG-NYPD is seeking an Investigative Attorney to conduct confidential and sensitive investigations into the operations, policies, programs, and practices of the NYPD. Investigations may involve review of police reports and related documentation; interviews with members of the public and law enforcement professionals; gathering and analysis of evidence; and other tactics. The selected candidate will be expected to assess risk and critically analyze problems and deficiencies relating to complex police operations and prepare well-organized, thorough written investigative reports and sections of OIG-NYPD’s public written reports. Responsibilities may also updating OIG-NYPD staff on relevant public developments, including litigation related to NYPD, liaising with representatives from NYPD and other governmental agencies, maintaining and enforcing internal policies and procedures, and researching, drafting, and reviewing memoranda, correspondence, and related materials. The successful candidate will be conscientious, self-motivated, and a creative thinker who is able to perform effectively both independently and as part of a team.

**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 four years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspections, or in a major operational area of the agency in which the appointment is to be made; or
2. A baccalaureate degree from an accredited college or university; or
3. Education and/or experience equivalent to "1" or "2" above.

**Preferred Skills**

- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, police accountability, and/or civil rights issues.
- Graduate or baccalaureate degree in the field of law, criminal justice, public policy, public administration, social sciences, psychology, or other relevant field, or at least three years of experience 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 Accurant, Lexis Nexis, and 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 the specific Job ID# 358143.

All other applicants, please go to [www.nyc.gov/career/search](http://www.nyc.gov/career/search) and search for the specific Job ID# 358143. Please do not email, mail or fax your resume to DOI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes DOI receives for positions, only selected candidates will be contacted.

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:** 8/15/2018

**Post Until:** 12/21/2018

**JVN:** 032-2018-358143

**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.**