Civil Service Title: Confidential Investigator
Title Code No: 31143
Office Title: Confidential Investigator
Division/Work Unit: Squad 3
Number of Positions: 3

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 candidates selected for this position will be responsible for examining and analyzing a range of documents of assigned agencies; conducting programmatic and financial reviews of audits; conducting interviews with personnel of assigned agencies/contractors; preparing reports and testimony; and testifying at hearings and court proceedings. The candidates may provide on a rotating basis coverage for the on-call duty complaints system. The candidates may be required to work with other investigative units and prosecutorial agencies and provide support to other units with the IGs office.

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
1. Prior work experience in any of the following fields: investigation, security, law enforcement, criminal justice, and/or auditing.
2. Demonstrated ability to analyze and assess and draw conclusions based on a multitude of complex documents/data, including but not limited to policies, procedures and financial documents.
3. Strong computer skills, including Word, Excel and databases.
4. Strong interpersonal skills, oral communication and interviewing skills.
5. Demonstrated ability to write succinct and organized reports.
6. Strong organizational skills and proven ability to manage time efficiently, meet deadlines and multi-task.

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

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.

Post Date: 10/31/2017 Post Until: 02/28/2018 JVN: 032-2018-311717

The City of New York is an Equal Opportunity Employer.