

City of New York
THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT
Job Vacancy Notice

Civil Service Title: Confidential Investigator	Level: L2 - L3
Title Code No: 31143	Salary: \$52,500 to \$68,500
Office Title: Confidential Investigator – Tech Room	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI	Number of Positions: 1

Job Description

The Office of the Special Commissioner of Investigation for the New York City School District (“SCI”) is an independent agency with broad authority to investigate corruption, misconduct, or other illegal, unethical or improper activities by officials, department employees, contractors, and vendors doing business with the New York City Department of Education (“DOE”) - the nation’s largest school district enrolling more than 1.1 million students, and employing 140,000 staff located in over 1,800 facilities. SCI performs highly confidential and sensitive investigations and studies, and seeks to develop and implement plans and programs to control and prevent such corruption, misconduct or other illegal, unethical or improper practices. The office also serves as the Inspector General for the Teachers' Retirement System of the City of New York and the New York City Board of Education Retirement System.

SCI is seeking an experienced, self-motivated candidate to work within this fast paced environment.

SCI is seeking an experienced investigator with a background in technology and technical equipment to maintain, protect, troubleshoot, and configure technical, audio, video, and other related equipment. The candidate will document and secure evidence in accordance with established policies and procedures, support and maintain access to law enforcement databases, and troubleshoot related technical difficulties. Further responsibilities may include LAN maintenance, hardware and software maintenance and installation, cabling, and other technical problem resolution.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in a private sector or governmental agency in the field of investigations, security specialist, network support, field technician 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
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. A significant number of years of experience (minimum of six years) serving in a security specialist, network support or field technician position preferably with a law enforcement or investigative agency.
2. Experience with Microsoft Windows, basic knowledge of servers, local and cloud storage.
3. Familiarity with network management, routers, switches, printers, copy machines and scanners.
4. Wiring/termination of low voltage and CAT 5, 5e, 6 cables, crimp connectors and patch panels.
5. General knowledge on CCTV and IP Camera systems, Access Control Systems, IP Networks.
6. Ability to communicate technical information, both verbal and written, to a wide range of end-users.
7. Certified as a Peace Officer or interest in seeking certification.
8. Proficiency in Microsoft Office and various computer programs.
9. Foreign language skills is a plus.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “CITech032019” in the subject line of the email.

Please do not email, mail or fax your resume to SCI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes SCI receives for positions, only selected candidates will be contacted.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 03/18/2019

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.