

**City of New York**  
**THE SPECIAL COMMISSIONER OF INVESTIGATION**  
**Job Vacancy Notice**

**SENIORCI0519**

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> 0
<b>Title Code No:</b> 3114a	<b>Salary:</b> \$55,814 - \$77,000
<b>Office Title:</b> Confidential Investigator	<b>Work location:</b> 80 Maiden Lane, New York, NY.
<b>Division/Work Unit:</b> SCI	<b>Number of Positions:</b> 1

**Job Description**

The Special Commissioner of Investigation for the New York City School District (“SCI”) investigates corruption, misconduct, or other illegal, unethical or improper activities by officials, 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.

The Special Commissioner is seeking an experienced, self-motivated candidate to serve as a senior Confidential Investigator in the Intake Unit. Under the supervision of the Intake Supervisor, the Confidential Investigator will have the following duties:

- Interview complainants from various backgrounds including – but not limited to – high level and other DOE employees, parents, and public officials;
- Interview and encourage reluctant witnesses to cooperate with investigations;
- Review and analyze documents including – but not limited to – DOE records, time reports, purportedly fraudulent documentation, arrest reports, and written accounts alleging misconduct;
- Perform background checks;
- Search databases;
- Compose clear and comprehensive complaints summarizing allegations and other relevant information;
- Refer information related to allegations not investigated by SCI to appropriate offices, agencies and police departments;
- Act as a liaison with the NYPD to coordinate matters with overlapping jurisdiction;
- Act as a liaison with other agencies seeking assistance from SCI; and
- Assist in training new employees concerning referrals.

**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 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
3. Education and/or experience equivalent to “1” or “2” above.

**Preferred Skills**

1. Significant prior work experience in any of the following fields: investigation, law enforcement, inspections, and/or auditing.
2. Strong interpersonal, interviewing, and analytical skills.
3. Demonstrate strong verbal and written communication skills.
4. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
5. Ability to work well with all levels of staff and management.
6. Proficiency in Microsoft Office and various computer programs.
7. Foreign language skills is a plus.
8. Experience as a liaison with other governmental agencies including law enforcement agencies.

**To Apply:**

Send resumes, cover letters, and writing samples electronically to [applicant@nycsci.org](mailto:applicant@nycsci.org) and indicate “SeniorCI” in the subject line.

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:** 5/16/2019

**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.**