

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

Civil Service Title: Confidential Investigator	Level: L1
Title Code No: 31143	Salary: \$43,893 - \$57,488
Office Title: Receptionist/Administrative Assistant	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI	Number of Positions: 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.

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

Under the guidance of the Director of Administration, the candidate will conduct the following duties, but not limited to:

- Welcome visitors by greeting them, in person or on the telephone, and answer or refer the inquiries accordingly;
- Operate a telephone call directory/multi-line phone;
- Notify the respective staff of any visitor(s);
- Maintain security by following procedures (i.e., monitoring the sign in/log book, front entrance remains secured, etc.);
- Perform data entry by updating the subpoena log book and spreadsheet in a timely manner;
- Handle initial intake complaint information of incoming telephone calls;
- Handle case sensitive data in a confidential and secure manner;
- Handle projects as assigned in order to assist with the efficiency of the office.

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. Demonstrate strong verbal and written communication skills.
2. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
3. Ability to work well with all levels of staff and management.
4. Proficiency in Microsoft Office and various computer programs.
5. Foreign language skills is a plus.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “Receptionist/Administrative Assistant” 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: 02/26/2019

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.