

**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: L2 - L3
Title Code No: 31143	Salary: \$54,069 - \$71,571
Office Title: Confidential Investigator – Cyber Investigation Specialist	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI	Number of Positions: multiple positions available

Job Description

The Office of the Special Commissioner of Investigation for the New York City School District (“SCI”) has broad authority to investigate wrongdoing by 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 which is independent of the DOE, performs highly confidential and sensitive investigations and studies concerning corruption, misconduct, or other illegal, unethical or improper activities both within and outside of the DOE, and seeks to develop and implement plans and programs to control and prevent such illegal 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 experienced, self-motivated candidates to serve as Confidential Investigators (CIs) who are Cyber Investigation Specialists. Specific skills and backgrounds being sought for this position are in computer/digital forensics as well as investigations that involve data and other electronic information maintained through computers, laptops, servers, mobile devices, tablets and /or CCTV systems, and other similar devices. The successful candidate(s) will be assigned various types of investigations including highly confidential and sensitive cyber cases concerning corruption, criminal activity, unethical conduct, and other misconduct involving the New York City School System. Investigations may include social media, disruption of online courses, interviewing minor children, parents, employees of the DOE and others, and examining/analyzing records and documents. The candidate will maintain case records, prepare reports and briefs, and evaluate specific data gathered during the course of investigations. The CI-Cyber Investigation Specialists will be required to testify as to their findings in various City or State proceedings.

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. A baccalaureate degree preferably in either digital forensics, computer science, cyber security or other related fields; or at least 2 years of equivalent graduate study in forensic computing.
2. A significant number of years’ experience (with a minimum of 4 years; 5-8 preferred) in conducting investigations preferably with a law enforcement or investigative agency related to computer forensics and the collection of digital evidence.
3. Significant experience conducting computer and digital forensic investigations (minimum of 4 years), the collection and preservation of digital evidence from laptops, computers and other digital devices, and performing fieldwork, surveillance, and interviews, including those of children.
4. Strong interpersonal, interviewing, and analytical skills.
5. Demonstrated strong writing skills.
6. Excellent organizational skills and proven ability to manage time efficiently in a fast-paced environment.
7. Ability to work well with all levels of staff and management.
8. Proficiency in Microsoft Office and various digital forensic computer programs.
9. Foreign language skills a plus.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “CI-Cyber Investigation Specialist.Nov.2020” 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: November 17, 2020

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.