

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: L1
Title Code No: 31143	Salary: \$43,893 to \$53,000
Office Title: Investigative Support Analyst	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”) 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 performs highly confidential and sensitive investigations and studies concerning the 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 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 a self-motivated candidate to serve as an Investigative Support Analyst. The successful applicant will provide overall support, as needed, to investigators, auditors/accountants, attorneys, and administrators to assist with completion of investigations of fraud, corruption, misconduct, and sexual misconduct. The successful candidate will act as a legal assistant to support attorneys when needed by providing legal research, document and contract reviews, and notation.

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 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, preference to Liberal Arts majors or Business/Accounting majors; or
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. Proven ability to perform financial examination and analysis, including but not limited to, review of billing and bank statements, and other financial documents to detect fraud.
2. Ability to use fraud detection software and tools to analyze data and other material; proficiency in Microsoft Office, advanced Excel skills, including V-lookup, pivot tables, macros, filtering and sorting, and various other computer programs.
3. Strong analytical skills including ability to research, analyze, and present findings in written memorandum and verbal communication.
4. Ability to perform all forms of research, including but not limited to, legal research, web-based, and other proprietary data-base research.
5. Assist as a project coordinator within the various office units.
6. Possess a strong attention to detail and excellent organizational skills to assist with case management.
7. Ability to prioritize multiple concurrent requests and projects; having a “can-do” attitude.
8. Foreign language skills is a plus.
9. Ability to be a note-taker for confidential meetings and interviews.

To Apply:

Send resumes, cover letters, and writing samples electronically to applicant@nycsci.org and indicate “CI-ISA-022020” 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: 02/10/2020

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.