

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

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> L1
<b>Title Code No:</b> 31143	<b>Salary:</b> \$45,210 – \$53,000
<b>Office Title:</b> Investigative Support Analyst	<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 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. SCI 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 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 into fraud, corruption, misconduct, and sexual misconduct. The successful candidate should have strong analytic skills and the ability to compose comprehensive memorandum of analysis. The successful candidate may act as a legal assistant to support attorneys when needed by providing legal research, document and contract reviews, drafting notations and other documents.

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

**\*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.**

**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; 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. Preference that any baccalaureate degree be in Liberal Arts majors or Business/Accounting majors.
6. Assist as a project coordinator within the various office units.
7. Possess a strong attention to detail and excellent organizational skills to assist with case management.
8. Ability to prioritize multiple concurrent requests and projects; having a “can-do” attitude.
9. Foreign language skills is a plus.
10. Ability to be a note-taker for confidential meetings and interviews.

**To Apply:**

Visit our website at <https://www.nycsci.org/employment/> and follow the steps in the “APPLY ONLINE” section. 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:** January 12, 2022

**SCI is an equal opportunity employer and is strongly committed to recruiting and retaining a diverse and inclusive talent pool, and providing a work environment that is free from discrimination and harassment based upon any legally protected status or characteristics.**