

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

**INTAKEINV0518**

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> 2
<b>Title Code No:</b> 31143	<b>Salary:</b> \$50,000 - \$52,000
<b>Office Title:</b> Intake Investigator	<b>Work location:</b> 80 Maiden Lane, New York, NY.
<b>Division/Work Unit:</b> SCI	<b>Number of Positions:</b> 2
<b>Job Description</b>	
<p>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.</p> <p>The Special Commissioner is seeking an experienced, self-motivated candidate to serve as an Intake Investigator. Under the supervision of the Intake Supervisor, the Intake Investigator will have the following duties:</p> <ul style="list-style-type: none"> <li>● Answer phone calls in a professional manner from various sources regarding complaints/allegations</li> <li>● Ability to conduct telephone interviews and probe callers for necessary information relating to complaints</li> <li>● Prepare written intakes and enter complaint information into the designated database</li> <li>● Transmit complaints that come into the office via email into the designated database</li> <li>● Take initiative to follow up with complainants and agencies regarding complaints.</li> <li>● Handle case sensitive data in a confidential and secure manner</li> </ul> <p style="text-align: center;">Those hired by SCI are DOE salaried employees.</p>	
<b>Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>2. A baccalaureate degree from an accredited college; or</li> <li>3. Education and/or experience equivalent to “1” or “2” above.</li> </ol>	
<b>Preferred Skills</b>	
<ol style="list-style-type: none"> <li>1. Prior work experience in any of the following fields: investigation, law enforcement, inspections, and/or auditing.</li> <li>2. Strong interpersonal, interviewing, and analytical skills.</li> <li>3. Demonstrate strong verbal and written communication skills.</li> <li>4. Possess excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.</li> <li>5. Ability to work well with all levels of staff and management.</li> <li>6. Proficiency in Microsoft Office and various computer programs.</li> <li>7. Foreign language skills is a plus.</li> </ol>	
<b>To Apply:</b>	
<p>Send resumes, cover letters, and writing samples electronically to <a href="mailto:applicant@nycsci.org">applicant@nycsci.org</a> and indicate “Intake Investigator” in the subject line.</p> <p>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.</p> <p style="text-align: center;">Appointments are subject to Office of Management &amp; Budget approval for budgeted headcount.</p>	
<b>Post Date:</b> 05/18/2018	

**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.**