

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: 0
Title Code No: 3114A	Salary: \$65,000 to \$83,100
Office Title: Assistant Supervising Investigator/Confidential Investigator	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”) is an independent watchdog that 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 a 1.1 million students, employing 140,000 staff located in over 1,800 facilities.

The Special Commissioner of Investigation is seeking an experienced, self-motivated candidate to serve as an Assistant Supervising Investigator/Confidential Investigator. The successful candidate will work on highly confidential and sensitive investigations concerning corruption, criminal activity, unethical conduct, and other misconduct within the New York City School System. The Assistant Supervising Investigator/Confidential Investigator will be required to question subjects and witnesses, including children, as well as examine/analyze records and documents. The Assistant Supervising Investigator/Confidential Investigator will typically be assigned more complex investigations. Additional tasks include, but are not limited to: maintaining case records, preparing reports and briefs, analyzing specific data gathered as a result of investigations by this Office, and she/he will also be responsible for the preparation of reports on investigations and for making recommendations for possible future investigations or legal actions. The Assistant Supervising Investigator/Confidential Investigator will help with duties such as 1) scheduling, daily attendance, and staff deployment; 2) training and mentoring junior investigators; 3) case assignment; 4) reviewing paperwork such as memos, final reports, related documents and case files; 5) provide suggestions for proactive investigations and reviews; and 6) take on projects as needed by 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 a private sector 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 significant number of years’ experience (with a minimum of eight years; ten years preferred) in conducting investigations preferably with a law enforcement or investigative agency;
2. Leading, managing, and working well within a team dynamic;
3. A baccalaureate degree from an accredited college, preferably in accounting or a related field (such as business administration, finance, business law, or public administration);
4. Experience investigating sexual misconduct and/or financial crimes and performing field work such as interviews, including of children, surveillance, and execution of search warrants;
5. Strong interpersonal, interviewing, and analytical skills;
6. Demonstrated strong writing skills;
7. Excellent organizational skills and proven ability to manage time efficiently in a fast-paced environment;
8. Ability to work cooperatively with all levels of staff and management;
9. Certified as a Peace Officer or interest in seeking certification;
10. Proficiency in Microsoft Office and various computer programs;
11. Foreign language skills is a plus;
12. Prior experience and knowledge of NYC governmental agencies and/or DOE operational programs and services.

To Apply:

Send resumes, cover letter, and writing samples electronically to applicant@nycsci.org and indicate “AS/CI posting 092020” 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: September 22, 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.