

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

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b>
<b>Title Code No:</b> 3114a	<b>Salary:</b> \$65,000 to \$80,000
<b>Office Title:</b> Assistant Supervising Investigator/Confidential Investigator	<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 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.

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 child victims of sexual misconduct, as well as examine/analyze records and documents. The Assistant Supervising Investigator/Confidential Investigator will maintain case records, prepare reports and briefs, and analyze specific data gathered as a result of investigations by this office, and will also be responsible for the preparation of reports on investigations and 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 junior investigators; 3) case assignment; and 4) reviewing paperwork such as memos, final reports, related documents and case files.

Those hired by SCI are DOE salaried employees.

**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 significant number of years of experience (with a minimum of three years) in conducting investigations preferably with a law enforcement or investigative agency.
2. Experience with investigating sexual misconduct and/or financial crimes and performing field work such as interviews, including of children, surveillance, and execution of search warrants.
3. Strong interpersonal, interviewing, and analytical skills.
4. Demonstrated strong writing skills.
5. Excellent organizational skills and proven ability to manage time efficiently in a fast-paced environment.
6. Ability to work well with all levels of staff and management.
7. Certified as a Peace Officer or interest in seeking certification.
8. Proficiency in Microsoft Office and various computer programs.
9. Foreign language skills is a plus.

**To Apply:**

Send resumes, cover letters, and writing samples electronically to [applicant@nyesci.org](mailto:applicant@nyesci.org) and indicate “CI posting 82018” 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:** 8/27/2018

**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.**