

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

Civil Service Title: Confidential Investigator	Level: 0
Title Code No: 3114a	Salary: \$71,571 – \$97,897
Office Title: Supervising Investigator/Confidential Investigator	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. 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 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 an experienced, self-motivated candidate to serve as a Supervising Investigator/Confidential Investigator. The successful candidate will work on highly confidential and sensitive investigations concerning criminal activity, unethical conduct, and sexual misconduct within the New York City School System. The Supervising Investigator/Confidential Investigator will be required to question subjects and witnesses, as well as examine/analyze records and documents. The 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 Supervising Investigator/Confidential Investigator is responsible for supervising a team of assistant supervising investigator(s) and investigators, including 1) case assignment; 2) case management; 3) reviewing paperwork including memos, final reports, related documents and case files; 4) undercover operations; 5) arrest plans; and 6) reporting to the Special Commissioner on the status of all open cases in his/her team, on a regular basis.

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 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 of experience (12 or more years of experience preferred) in conducting investigations preferably with a law enforcement or investigative agency.
2. Extensive experience with investigating and supervising the investigation of financial crimes and performing field work such as interviews, including of children, surveillance, and execution of search warrants.
3. Supervisory experience.
4. Strong interpersonal, interviewing, and analytical skills.
5. Demonstrated strong writing skills.
6. Excellent organizational skills and proven ability to manage time efficiently in a fast paced environment.
7. Ability to work well with all levels of staff and management.
8. Certified as a Peace Officer or interest in seeking certification.
9. Proficiency in Microsoft Office and various computer programs.
10. Foreign language skills is a plus.
11. Valid driver’s license strongly preferred.

To Apply:

Visit our website at nycsci.org/employment and follow the steps in the “APPLY ONLINE” section to submit your application. Please do not email, mail, or fax your resume to SCI directly. Submission of an application does not guarantee an interview. Due to the high volume of resumes SCI receives, only selected candidates will be contacted. Appointments are subject to Office of Management & Budget approval for agency budgeted headcount.

Post Date: December 9, 2021

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.