

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 \$85,514
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 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 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 successful candidate will be required to question subjects and witnesses, including children, as well as examine/analyze records and documents, and 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 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 less seasoned investigators; 3) case assignments; 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.

***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 experience (eight or more years of experience 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. Valid driver’s license strongly preferred;
13. Prior experience and knowledge of NYC governmental agencies and/or DOE operational programs and services.

To Apply:

Visit our website at [Employment – The Special Commissioner \(nycsci.org\)](https://www.nycsci.org) 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. Submissions of applications 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: May 31, 2022