

**OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION  
FOR THE NEW YORK CITY SCHOOL DISTRICT**

**Job Vacancy Notice**

<b>Civil Service Title:</b> Confidential Investigator	<b>Level:</b> L2
<b>Title Code No:</b> 31143	<b>Salary:</b> \$54,069
<b>Office Title:</b> Confidential Investigator - Intake	<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 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.

Under the direct supervision of SCI’s Intake Supervisor, this entry level Confidential Investigator position requires, but is not limited to, the following duties and skills:

- Answer phone calls in a professional manner from various sources regarding complaints or allegations of wrongdoing;
- Ability to conduct detailed telephone interviews during which the intake investigator will question the caller in order to receive the necessary information to process complaints accordingly;
- Transcribe and otherwise prepare the received pertinent information into the designated database in order to generate comprehensive complaint reports;
- Transmit complaints received by the office via fax, mail, email, website, or other format into the designated database;
- Take initiative in following up/corroborating with other appointed personnel/departments in order to obtain supplemental information regarding particular allegations;
- Handling case sensitive and confidential data in an appropriate and secure manner.

**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 a minimum of 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. Additional language fluency a plus.
2. Prior work experience in any of the following fields: investigation, law enforcement, inspections, and/or auditing.
3. Strong interpersonal, interviewing, and analytical skills.
4. Demonstrate strong verbal and written communication skills.
5. Possess 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. Proficiency in Microsoft Office and various computer programs.

**To Apply:**

Visit our website at <https://www.nycsci.org/employment/> and follow the steps in the “APPLY ONLINE” section. 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.

<b>Post Date:</b> August 9, 2023	<b>Post Expires:</b>
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**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**