

**City of New York
THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT**

Job Vacancy Notice

Civil Service Title: Confidential Investigator	Job Posting No.: 2403 Level: L2
Title Code No: 31143	Salary: \$61,726 - \$64,400
Office Title: Legal / Investigative Support Analyst	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 a self-motivated candidate to serve as a Legal Investigative Support Analyst who will handle case sensitive data in a confidential manner. The successful applicant will provide overall support, as needed, to SCI attorneys, administrators and investigators to assist with completion of investigations of fraud, corruption, misconduct, and sexual misconduct. The successful candidate will have strong analytic and written skills to act as a legal assistant to support attorneys which includes legal research, administrative support, contract reviews, assist with compliance matters, drafting agency documentation, and administratively prepare, finalize and disseminate SCI letters and reports to appropriate City agencies. The successful candidate will also maintain extensive files and records, and assist with case updates and case management. The successful candidate will use internal database systems to update records, and handle other projects as assigned to assist with office efficiency.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.

HYBRID OFFICE / REMOTE WORK SCHEDULE AVAILABLE AFTER INITIAL TRAINING PERIOD.

APPROVED CANDIDATE MAY BE ELIGIBLE FOR PUBLIC SERVICE TUITION FORGIVENESS.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and experience in a private sector or governmental agency in the field of investigations, security specialist, network support, field technician 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. Strong analytical skills including ability to research, analyze, and present findings in written memorandum and verbal communication.
2. Ability to perform all forms of research, including but not limited to legal research, web-based, and other proprietary data-base research.
3. Preference that any baccalaureate degree area of studies be in Liberal Arts or Pre-Law with significant writing and / or editing experience.
4. Proficiency in Microsoft Office, advanced Word and Excel skills, including V-lookup, pivot tables, macros, filtering and sorting, and various other computer programs.
5. Ability to be a note-taker for confidential meetings and interviews.
6. Ability to prioritize multiple concurrent requests and projects; possess a strong attention to detail and excellent organizational skills to assist with case management and compliance matters.
7. Ability to work with all levels of staff and have a “can do” attitude.
8. Foreign language skills is a plus.

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.

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Post Date: June 27, 2024

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.