

City of New York
OFFICE OF THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT
Job Vacancy Notice

Civil Service Title: Confidential Investigator	Job Posting No: 002409 Level: L0
Title Code No: 3114A	Salary: \$67,000 - \$82,195
Office Title: Assistant Supervising Invest. – Intake Unit	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, which is independent of the DOE, 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.

The Special Commissioner is seeking an experienced, self-motivated candidate to serve as the Assistant Supervising Investigator for the Intake Unit. Under the guidance of the Special Commissioner, the First Deputy Commissioner, the Chief Investigator, the Deputy Chief Investigator, and the Intake Unit Supervisor, the candidate will have the following responsibilities:

- Supervise the designated Intake Unit personnel in a professional matter.
- Assist the Intake Unit investigators in taking reports and obtaining information relating to complaints.
- Conduct interviews to obtain complaint information.
- Assist the Supervising Investigator with reviewing and editing each entered complaint for accuracy.
- Follow-up with complainants and agencies for additional required information.
- Ensure information is entered into the database.
- Assist with overseeing the referral of complaints to other agencies.
- Conduct ongoing trainings for intake investigators on the duties that are required in their position.
- Handle case sensitive data in a confidential and secure manner.

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 four years of satisfactory full-time experience in an industrial or governmental agency the field of investigations, auditing, law enforcement, security, inspections, or in a major operational area of an agency in which the appointment is to be made, or
2. A baccalaureate degree from an accredited college;
3. Education and/or experience equivalent to “1” or “2” above.

Preferred Skills

1. Significant work experience (four years or more preferred) in any of the following fields: investigation, law enforcement, inspections, and/or auditing.
2. Strong supervisory, interpersonal, interviewing, and analytical skills.
3. Demonstrated strong writing skills.
4. Excellent organizational skills and proven ability to manage time efficiently in a fast-paced environment.
5. Ability to work well with all levels of staff and management.
6. Proficiency in Microsoft Office and various computer programs.
7. Foreign language skills a plus.

To Apply:

Visit our website at <https://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. Submissions of applications 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: 8/15/2024