

**City of New York**  
**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>Job Posting No:</b> 002502 <b>Level:</b> L2
<b>Title Code No:</b> 31143	<b>Salary:</b> \$61,726 - \$68,948
<b>Office Title:</b> Confidential Office / Facilities Assistant	<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.

SCI is seeking an experienced, self-motivated candidate to serve as a Confidential Office / Facilities Assistant. The successful candidate will:

- Act as confidential records officer via file organization, filing, organization of confidential records room.
- Prepare office/ cubicle spaces upon employee onboarding and departure.
- Maintain and organize inventory, respond to requests for and coordinate timely ordering and delivery of required office equipment and supplies according to SCI operational needs.
- Handle maintenance requests via service tickets and liaise with building management as needed.
- Submit service request and order refills to existing vendors, track requests, and facilitate order changes / deliveries as needed.
- Distribute incoming office mail / packages daily.
- Complete confidential office deliveries and pickups to and from external agencies / vendors as needed.
- Discard office items deemed broken or trash, facilitate disposal with building management where necessary.
- Walk office space daily to ensure things are in working order and general office space is clean and neat.
- Aid with preparation for confidential office events as needed.
- Assist with other confidential administrative office duties as needed.
- Exhibit customer service in all employee and vendor transactions.

**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 1-2 years’ experience in maintenance, facilities, or office organization.
2. Progressively responsible clerical / administrative experience.
3. Education and / or experience equivalent to “1” or “2” above.
4. Valid NYS driver’s license.

**Preferred Skills**

1. A significant number of years of experience, with a minimum of two years’ experience, in maintenance, facilities, or office organization
2. Self-starter with strong interpersonal and problem-solving skills.
3. Demonstrates 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. Ability to lift up to 25-30 lbs.
7. Proficiency in Microsoft Office and various computer programs.
8. Foreign language skills is a plus.

**To Apply:**

Visit our website at <https://www.nycsci.org/employment/> and follow the steps in the “APPLY ONLINE” section. Please be sure to select the proper **Job Posting Title and Number** when completing the online application. 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> February 3, 2025	<b>Post Expires:</b>	
------------------------------------	----------------------	--

**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.**