

**City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice**

Civil Service Title: Community Associate	Level:
Title Code No: 56057	Salary: \$35,683.00 - \$43,110.00
Office Title: Data Management Assistant	Work location: 80 Maiden Lane
Division/Work Unit: OIG-NYPD – Squad 10	Number of Positions: 1

Job Description

The New York City Department of Investigation (“DOI”) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

The Department of Investigation's Office of the Inspector General for the New York City Police Department ("Office" or "OIG-NYPD") is authorized to investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices of NYPD, with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force.

OIG-NYPD is seeking a Data Management Assistant to provide general support for the day-to-day operations of the Office, with a particular focus on file management, organization of data, and basic IT support. Responsibilities will include, but are not limited to:

- Maintenance of systems for managing the organization and security of electronic and hard-copy data files
- Helping investigative, policy, and legal staff to utilize databases and manage evidence in an efficient, organized, and user-friendly manner
- Liaise with the IT staff to assist OIG-NYPD staff some basic IT needs
- Completing special projects for the Office's outreach unit, as assigned
- Researching public sources for information relevant to the Office's work

The Data Management Assistant must be capable of exercising good judgment and maintaining the confidentiality of sensitive information. In addition, the Data Management Assistant must have very good interpersonal skills and writing ability, be detail-oriented, well-organized, logical, and comfortable working in a dynamic environment with flexible, sometimes long work hours and occasional deadline pressures.

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above, or
2. Education and/or experience which is equivalent to “1” above.

Preferred Skills

- 4 year college degree preferred
- Demonstrated interest in public service, government, civil rights, criminal justice system, law enforcement, or related fields
- Strong familiarity with Microsoft Word, Excel, Power Point, Outlook, and other office software
- Strong organizational and information management skills
- Strong written and verbal communication skills
- Excellent time management skills, including an ability to multi-task and prioritize
- Flexibility and willingness to perform a variety of tasks in a dynamic environment
- Research experience
- Professional presentation

To Apply:

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess> Click on Recruiting Activities/Careers and

Search for the specific Job ID# 332236.

All other applicants, please go to www.nyc.gov/career/search and search for the specific Job ID# 332236.

Please do not email, mail or fax your resume to DOI directly. Submissions of resumes does not guarantee an interview. Due to the high volume of resumes DOI receives for positions, only selected candidates will be contacted.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 02/09/2018

Post Until: 06/09/2018

JVN: 032-2018-332236

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.