

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

Civil Service Title: Confidential Investigator	Level: 3
Title Code No: 31143	Salary: \$70,000.00 - \$77,000.00
Office Title: Investigative Attorney	Work location: 180 Maiden Lane
Division/Work Unit: OIG-NYPD	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 an Investigative Attorney to conduct confidential and sensitive investigations into the operations, policies, programs, and practices of the NYPD. Investigations may involve review of police reports and related documentation; interviews with members of the public and law enforcement professionals; gathering and analysis of evidence; and other tactics. The selected candidate will be expected to assess risk and critically analyze problems and deficiencies relating to complex police operations and prepare well-organized, thorough written investigative reports and sections of OIG-NYPD's public written reports. Responsibilities may also updating OIG-NYPD staff on relevant public developments, including litigation related to NYPD, liaising with representatives from NYPD and other governmental agencies, maintaining and enforcing internal policies and procedures, and researching, drafting, and reviewing memoranda, correspondence, and related materials. The successful candidate will be conscientious, self-motivated, and a creative thinker who is able to perform effectively both independently and as part of a team.

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and 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 university; or

3. Education and/or experience equivalent to "1" or "2" above.

Preferred Skills

- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, police accountability, and/or civil rights issues.
- Graduate from an accredited law school and NYS Bar admission.
- A minimum of three (3) years of professional legal experience, preferably including experience as a prosecutor or other litigator.
- Excellent interpersonal skills, with an ability to communicate effectively with a variety of personnel at DOI, other law enforcement agencies, and officials at City agencies.
- Excellent research and writing skills, with particular ability to draft and edit detailed investigative reports.
- Strong negotiation skills.
- Strong analytical skills.
- Experience working with both government agencies and members of the public.
- Ability to manage multiple priorities and operate effectively in a fast-paced work environment.
- Ability to work with teams composed of investigators, attorneys, policy analysts, and auditors and to comprehend legal and policy issues raised in connection with investigations.
- Effective problem-solving abilities and demonstrated sound judgment.
- Knowledge of Accurint, Lexis Nexis, and E-Justice
- Working knowledge of Microsoft Office applications (Excel, Word, PowerPoint).
- Familiarity with New York City a plus.
- Valid New York State driver's license.

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# 465851

All other applicants, please go to www.nyc.gov/career/search and search for the specific Job ID# 465851.

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: 6/15/2021

Post Until: 9/13/2021

JVN: 032-2021-465851

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.