

**City of New York
BUSINESS INTEGRITY COMMISSION**

Job Vacancy Notice

Civil Service Title: Associate Investigator	Level: 01
Title Code No: 31121	Salary: \$43,068 -\$52,000
Office Title: ASSOCIATE INVESTIGATOR	Work location: 100 Church Street
Division/Work Unit: Investigations Unit	Number of Positions: 2

Job Description

Under the direct supervision of the Director of Investigations, liaison and work with federal, state, and local law enforcement agencies in the investigation of organized crime activities and other criminal activities; conduct criminal, civil, and regulatory investigations of public wholesale market businesses and of commercial waste removal companies, including but not limited to conducting interviews, preparing detail reports, developing, collecting and analyzing intelligence information, and conducting surveillance.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time experience as an investigator performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of criminal, corrupt or unlawful nature as well as experience in investigating and verifying information concerning a person's character and fitness for licensure; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time experience as described in "1" above; or
3. A baccalaureate degree from an accredited college and two years satisfactory, full-time experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2", or "3" above.
5. At the time of appointment, must possess a motor vehicle driver's license valid in the State of New York. License must be maintained for duration of employment.
6. NYC residency required within 3 months of appointment.

Essential Skills

- Knowledge of organized crime.
- Experience in law enforcement or criminal justice fields.
- Strong oral and written communication skills
- Knowledge of criminal law and of the criminal justice system
- Strong organizational skills.
- Self-motivated
- Knowledge and use of information technology such as electronic surveillance equipment
- At least 10 years relevant work experience preferred
- Able to work various shifts and hours as required

To Apply:

Anyone interested in applying for this position must submit two copies of the resume and writing sample to:

Darlene Whinfield, Acting Director of Human Resources
New York City Business Integrity Commission
100 Church Street - 20th Floor
New York, New York 10007
Fax: 212-676-2846
BIC is an EEO employer.
hresources@bic.nyc.gov

The City of New York is an Equal Opportunity Employer.

Post Date: 6/03/2009	Post Until: Until Filled	JVN: 831-09-010
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