

City of New York
CIVILIAN COMPLAINT REVIEW BOARD
Job Vacancy Notice

Civil Service Title: INVESTIGATOR (CCRB)	Level: 01
Title Code No: 31165	Salary: \$37,290 new to City rate \$42,884 after 2 years with City Frequency: ANNUAL
Office Title: Investigator Level I	Work location: 100 Church Street, 10 th Floor New York, NY 10007
Agency: Civilian Complaint Review Board	Number of Positions: 8

Hours/Shift: 35 hours per week, Monday - Friday

Job Description

The largest civilian oversight agency in the United States, the CCRB receives and investigates over 6,000 complaints each year. Investigators conduct sensitive investigations of these civilian complaints. CCRB investigators are responsible for investigating, making findings, and recommending action on complaints made by civilians that allege the use of excessive force, abuse of authority, discourtesy and offensive language by New York City police officers. Investigating complaints of police misconduct is challenging and rewarding; it is a substantive entry level position with enormous responsibility and autonomy.

Investigators as part of their job duties will:

- *Receive complaints from citizens with regard to allegations of police misconduct and assess whether they are within CCRB jurisdiction.
- *Schedule complainants for interviews with regard to complaints of police misconduct.
- *Interview witnesses from diverse socio-economic and ethnic backgrounds.
- * Interview New York City police officers, who are represented by union attorneys.
- * Research and obtain documentary evidence for cases including medical and police reports.
- * Draft summaries of witness interviews.
- *Draft closing reports in which they must concisely describe factual findings, analysis and reasoning employed to arrive at these findings, and write recommendations to the Board.

Our investigative staff is comprised of more than 115 investigators. New investigators undergo intensive orientation training and are assigned to the intake unit managed by supervisors with investigator and/or administrative experience. Investigators become knowledgeable about police department procedures, legal principles governing search and seizure law and the circumstances under which officers can use force, and the criminal justice system, and are later assigned to investigative teams, where they will be assigned investigative caseloads.

Qualification Requirements

A Baccalaureate degree from an accredited college and 3.0 relevant coursework is required. NYC residency is required within 90 days of appointment. **This position requires a 2 year commitment.**

DESIRABLE QUALIFICATIONS

- * Prior work experience. * Foreign language skills.

Essential Skills

Strong analytical writing skills. Excellent overall communication skills. Critical thinking with the ability to arrive at logical conclusions. Ability to manage competing priorities and meeting deadlines. Ability to manage large case dockets. Conduct objective investigations of police misconduct. Ability to work as a part of the team by following directions and taking instruction. Flexible and adaptable approach to work.

To Apply:

CITY EMPLOYEES:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 160289**
- 3)

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 160289**

ALONG WITH RESUME AND COVER LETTER, PLEASE UPLOAD UNOFFICIAL TRANSCRIPT AND

WRITING SAMPLE (5 PAGES MAXIMUM) INTO ONE DOCUMENT.

**NO PHONE CALLS PLEASE
ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED**

Post Date: 8/8/2014

Post Until Filled

JVN: 160289

The City of New York is an Equal Opportunity Employer