

**City of New York  
CIVILIAN COMPLAINT REVIEW BD  
Job Posting Notice**

<b>Civil Service Title:</b> INVESTIGATOR (CCRB)	<b>Level:</b> 01
<b>Title Code No:</b> 31165	<b>Salary:</b> \$37,290 new to City rate \$42,884 after 2 years with City <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Investigator Level 1	<b>Work Location:</b> 100 Church St, 10 <sup>th</sup> Floor New York, NY 10007
<b>Agency:</b> Civilian Complaint Review Board	<b>Number of Positions:</b> 14
<b>Job ID:</b> 195402	<b>Hours/Shift:</b> 35 hours per week, Monday - Friday
<b>Job Description</b>	
<p>The largest civilian oversight agency in the United States, the CCRB is an independent, non-police agency. It is empowered to investigate, make findings and recommend action on complaints against New York City police officers that allege the use of excessive force, abuse of authority, discourtesy or offensive language. The board's investigations are conducted in an impartial fashion by the board's investigative staff, which is composed entirely of civilian employees. The CCRB receives and investigates approximately 5,000 complaints each year. Investigators conduct sensitive and confidential investigations of these 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.</p> <p>Investigators as part of their job duties will:</p> <ul style="list-style-type: none"> <li>*Receive complaints from citizens with regard to allegations of police misconduct and assess whether they are within CCRB jurisdiction.</li> <li>*Schedule complainants for interviews with regard to allegations of police misconduct.</li> <li>*Interview witnesses from diverse socio-economic and ethnic backgrounds.</li> <li>* Interview New York City police officers, who are represented by union attorneys.</li> <li>* Research and obtain documentary evidence for cases including medical and police reports.</li> <li>* Draft summaries of interviews.</li> <li>*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.</li> </ul> <p>Our investigative staff is comprised of more than 110 investigators. New investigators undergo intensive orientation training and are managed by supervisors with investigative and/or administrative experience. Investigators become knowledgeable about the criminal justice system, police department procedures, legal principles governing search and seizure law, and the circumstances under which officers can use force.</p>	
<b>Qualification Requirements</b>	
<p>1. A baccalaureate degree from an accredited college and a 3.0 GPA with relevant coursework is required. <b>This position requires a two year commitment.</b></p>	
<p>Desirable Qualifications</p> <ul style="list-style-type: none"> <li>*Prior work experience. *Foreign language skills.</li> </ul>	

### **Essential Skills**

Strong analytical writing skills. Excellent overall communication skills. Critical thinking with the ability to arrive at logical conclusions. Ability to multi-task, manage competing priorities, and meet deadlines. Ability to manage large case dockets. Conduct objective investigations of police misconduct. Ability to work as part of a team by following directions and taking instruction. A collegial, flexible and adaptable approach to work is required.

### **Residency Requirement**

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 2 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.

### **To Apply**

#### **CITY EMPLOYEES:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 195402**

#### **FOR ALL OTHER APPLICANTS:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID# 195402**

**ALONG WITH RESUME AND COVER LETTER, PLEASE UPLOAD OFFICIAL TRANSCRIPT AND WRITING SAMPLE INTO ONE DOCUMENT.**

**NO PHONE CALLS PLEASE.**

**ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED**

**Posting Date: 05/22/2015**

**Post Until: Filled**

**JVN: 195402**

**The City of New York is an Equal Opportunity Employer**