

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF BUILDINGS

## DIVISION

Internal Affairs & Discipline / Legal & Regulatory Affairs

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PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Buildings is responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

## UNIT DESCRIPTION (Max characters 1000 )

The Internal Affairs & Discipline (IAD) Unit identifies, investigates, and disciplines employees who engage in misconduct related to their official duties. Complaints may be filed anonymously. IAD handles non-criminal allegations of employee misconduct; conducts background investigations on newly-hired and prospective Department employees and licensees; performs special technical audits and re-inspections; provides mandatory integrity training to new employees; and conducts routine quality assurance checks of Inspectors in the field. In addition, the Unit works closely with the Department of Investigation to help maintain the integrity of the Department.

## POSITION TITLE (Max characters 100)

Investigative Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

- Assist investigative staff in managing caseloads involving complaints of employee misconduct, unlicensed contractors and conducting employee background investigations.
- Receive draft, and report complaints taken from the general public, 311, and Departmental employees, as well as referrals from various government agencies.
- Assist in the preparation of and the performance of fact finding and corrective interviews of departmental employees.
- Write lengthy narrative reports.
- Intake and process record requests from the public.
- Research property information in the Buildings Information System (BIS).
- Assist investigative staff with field work, including retrieval of documents from various locations
- Draft memorandums.
- Answer telephones and respond to in-person inquiries.

- Type, file, enter data and conduct related tasks.
- Conduct analytical functions.
- Special projects and tasks as assigned by the Executive Director of IAD.

### **QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

Areas of Study (preferred, not required): Criminal justice or law  
Skills: Excellent writing, multitasking, attention to detail, teamwork  
Undergraduate interns must be currently enrolled in a college or university. Graduate interns must be currently enrolled, or accepted in, a graduate program.

### **APPLICATION PROCESS (Max characters 700 )**

Submit your resume and cover letter, indicating the job ID, DOB-006, in the subject line, to [recruit@buildings.nyc.gov](mailto:recruit@buildings.nyc.gov). Only candidates under consideration by the hiring manager will be contacted.

### **SALARY RANGE**

Undergrad: \$433.50/week Grad: \$720.50/week

Internship may be used to fulfill college credit requirement

### **ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

There are at least two positions available.

If selected, candidates must provide a transcript or enrollment verification statement from their school attesting that they are accepted to or enrolled in an accredited degree program.

Internships are available between May and September for a maximum duration of thirteen (13) weeks. The City of New York is an Equal Opportunity Employer.