

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Investigator	Level: N/A
Title Code No: 31105	Annual Salary: \$34,977 / \$40,224 - \$55,848
Office Title: Police and Security	Work Location: 96-05 Horace Harding Expwy., NY
Division/Work Unit: Security	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

The selected candidate, under Direct supervision of the Deputy Director of Security, will perform interviews and write reports; , maintain all files regarding interviews; create case files; assist in the operation of the access control system and the CCTV video digital system; become familiar with the fire safety procedures of assigned facilities; inspect all doors and card readers on a daily basis; review all video cameras on a daily basis; inspect all door alarms on a daily basis; and report any malfunctions to immediate supervisor. At the direction of immediate supervisor, inspect any facility that has contracted security guards assigned and provide feedback.

Qualification Requirements

- 1) A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; *or*
- 2) An associate degree or 60 semester credits from an accredited college and two years of satisfactory, full-time experience as described in "1" above; *or*
- 3) A baccalaureate degree from an accredited college; *or*
- 4) Education and/or experience equivalent to "1", "2" or "3" above.

Essential Skills

Candidate with a valid NYS Driver's License is preferred.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Appointments are subject to OMB approval.

Post Date: 3/26/2012	Post Until: 4/6/2012	JVN: 826-12-99785-Police
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The City of New York is an Equal Opportunity Employer