



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE  
REPOST  
JVN# 130-09-0010C**



<b>Civil Service Title:</b>	Investigator I (Discipline)	
<b>Title Code:</b>	06316	
<b>Office Title:</b>	Investigator	
<b>Salary</b>		
<b>Non-City Hiring Rate:</b>	\$32,969	
<b>City Incumbent Rate:</b>	\$37,914 - \$49,660	
<b>Unit/Location:</b>	Workforce Development - Office of Disciplinary Affairs Headquarters 110 William Street, 14 <sup>th</sup> Floor New York, New York, 10038	
<b>No. of Positions:</b>	<b>2</b>	
<b>Job Description:</b> Under the direction of the Director of Disciplinary Affairs, the selected candidate will conduct confidential and sensitive investigations related to employee misconduct and incompetence, and violations of Agency/City rules and polices. The selected candidate will also be responsible for maintaining case records, interviewing witnesses, preparing reports, analyzing agency records, and making recommendations as to the appropriate action to be implemented following investigations. In addition, he/she will testify at hearings and court proceedings, and analyze and evaluate existing agency procedures and conduct security surveys. The selected candidate will perform work as described above in cases requiring a high degree of specialization and/or technical expertise and will draft discipline charges and other documents under the direction of the Director or his/her designee.		
<b>Qualification Requirement(s):</b>		
1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science, inspection, investigation, law enforcement, personnel administration, police science, and security, or in a major operational area of the agency in which the appointment is to be made; or		
2. A baccalaureate degree from an accredited college; or		
3. Education and / or experience equivalent to "1" or "2" above.		
<b>Preferred Qualification(s):</b>		
▶ Strong analytical skills.		
▶ Strong writing skills.		
▶ Strong communication skills.		
<b>Anyone interested in applying for this position must submit a cover letter and <u>two</u> copies of resume including Job Vacancy Number to:</b>		
<b>NYC Department of Juvenile Justice Human Resources – Recruitment Division 110 William Street – 14<sup>th</sup> Floor New York, NY 10038</b>		
<b>The New York City Department of Juvenile Justice is an equal opportunity employer</b>		
<b>*** Responses must be received by the Recruitment Division by close of business on the date the posting expires***</b>		
<b>**NYC Residency required within 90 days of appointment**</b>		
<b>Posting Date: 8/29/08</b>	<b>Posting Expires: Until Filled</b>	<b>JVN #130-09-0010C</b>