

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Investigator	<b>Level:</b> III
<b>Title Code No:</b> 06316	<b>Salary:</b> \$53,093.00/\$61,057.00-\$79,200.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Crime Scene Investigator	<b>Work Location:</b> 75-20 Astoria Blvd, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Evidence Collection Unit	<b>Number of Positions:</b> 1
<b>Job ID:</b> 176078	<b>Hours/Shift:</b> Various Tours
<b>Job Description</b>	
<p>The New York City Department of Correction is one of the largest municipal jail systems in the United States that provides care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The Department of Correction operates inmate jail facilities on Rikers Island, the court commands in the five boroughs, and two hospital prison wards. The department processes approximately 81,000 inmate admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and non-uniform staff.</p> <p>The Evidence Collection Unit is responsible for processing crime scenes and ensuring proper evidence collection that is crucial to the successful investigation and prosecution of crimes. The Evidence Collection Unit seeks to recruit a Crime Scene Investigator who under general supervision, with considerable latitude for independent action and decision-making, will respond to, secure, document, and process crime scenes including but not limited to those involving inmate deaths in custody, slashings/stabbings, and inmate on inmate assaults. The Crime Scene Investigator will investigate, collect, process, analyze, and preserve physical evidence from crime scenes. The Crime Scene Investigator will also supervise the activities of other investigators and staff engaged in the performance of confidential, highly complex, and/or specialized crime scene investigations, oversee and manage all crime scenes established in all department facilities, prepare detailed reports on the observations and activities at the scene, serve as liaison to the New York City Police Department (NYPD) Crime Scene Unit, the NYPD's Forensic Evidence Division, including the Police Laboratory and the Latent Prints Unit, the NYC Office of the Chief Medical Examiner (OCME), and/or prosecutor offices with respect to crime scene investigations, the collection/analysis of evidence documented or seized from these scenes, and the NYPD's and/or OCME's analysis of this evidence. Work in close coordination with federal, state, and city investigation and law enforcement agencies; testify at hearings and court proceedings.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>2. A baccalaureate degree from an accredited college; or</li> <li>3. Education and/or experience equivalent to "1" or "2" above.</li> </ol>	
<b>Preferred Skills</b>	
<p>Candidate with a strong investigative background is a plus. Excellent communication, analytical and report writing skills. Extensive knowledge of accepted methods of evidence handling, evidence processing, fingerprint comparison and classification. Ability to be thorough in collecting, storing and preserving crime scene evidence. Ability to provide clear and accurate testimony in court proceedings, possess a valid NYS driver's license. Successful candidates must clear a background investigation.</p>	
<b>Residency Requirement</b>	
<p>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.</p>	
<b>To Apply</b>	
<p><b>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#176078.</b></p> <p><b>For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for Job ID#176078.</b></p> <p><b>Attention: Sharen Harris</b></p> <p><b>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted</b></p>	
<b>Posting Date:</b> 11/24/2014	<b>Post Until:</b> 12/09/2014

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