

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

<b>Civil Service Title:</b> Investigator	<b>Level:</b> none
<b>Title Code No:</b> 31105	<b>Salary:</b> \$27.00-\$30.00 <b>Frequency:</b> Hourly
<b>Business Title:</b> HR Compliance Assistant (Part-Time)	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Human Resources	<b>Number of Positions:</b> 1
<b>Job ID:</b> 201763	<b>Hours/Shift:</b> Day Tour

**Job Description**

The Department of Correction seeks a candidate to serve as an Assistant to the HR Compliance Analyst. Under close supervision, the successful candidate will be primarily tasked with researching and compiling investigative materials such as criminal records, court dispositions, and phone records for personnel security purposes. The candidate will review and verify background information, enter and track data, and assist the Compliance Analyst with completing through background and pre-employment investigations. The incumbent will also perform general office duties, clerical and administrative tasks involving the handling of confidential information.

**Minimum 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.

**Preferred Skills**

Ability to prioritize and manage multiple tasks; and pay attention to details;  
 Excellent interpersonal, team-building, organizational, research, analytical, and communication skills;  
 MS Office (Word, Excel, PowerPoint, Outlook) and other databases proficiency;  
 Ability to maintain a high level of confidentiality.

**Residency Requirements**

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**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess). and search for Job ID#:201763.

For all other applicants: Go to [www.nyc.gov/careers/](http://www.nyc.gov/careers/) and search for Job ID#: 201763

Submission of a resume is not a guarantee that you will receive an interview.  
 Only candidates under consideration will be contacted.

<b>Post Date:</b> 07/24/2015	<b>Post Until:</b> 08/14/2015
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**The City of New York and the Department of Correction are Equal Opportunity Employers**