

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

Civil Service Title: Investigator	Level: 00
Title Code No: 31105	Salary: \$36,577.00/\$42,064.00-\$58,403.00 Frequency: ANNUAL
Business Title: Investigator	Work Location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Applicant Investigation Unit	Number of Positions: 10
Job ID: 174847	Hours/Shift: Day Tour.

Job Description

The New York City Department of Correction, Applicant Investigation Unit is responsible for the recruitment, investigation and selection of candidates for the position of Correction Officer. The Applicant Investigation Unit seeks to recruit full time Investigators. Under general supervision, with latitude for independent judgment, Investigators are responsible for contacting and interviewing candidates, conducting candidates' character references and background checks (address history, DMV records, education, employment, criminal, etc.), prepare reports; plan and coordinate investigation schedules and assignments; process background checks through eJustice, IIS, IFCOM, Webcrims, various watchdog registries and social media platforms; gather information through collateral contacts; formulate questions for the candidates based on documents procured during the course of the investigation process; ensure the legitimacy of submitted documents and run cross checks for authenticity; perform field visits to businesses, communities and other contacts; contact candidates' references along with other investigatory practices; follow up with candidates to receive outstanding documents, ensure the background investigation and the vetting process is completed; perform related work and special projects as assigned.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, 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 from an accredited college or university 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 university; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above.

Preferred Skills

Excellent oral and written communication skills.
Excellent research and analytical skills.
Proficient in Microsoft Office Suite.
Firearms qualified and strong investigative background is a plus.

Residency Requirement

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. Click on Recruiting Activities > Careers and search for Job ID#: 174847.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 174847.

Attention: Sharen Harris

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

Posting Date: 11/14/2014

Post Until: UNTIL FILLED

The City of New York is an Equal Opportunity Employer