

City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice

Civil Service Title: Investigator	Level: NONE
Title Code No: 31105	Salary: \$36,577/\$42,064-\$58,403 Frequency: ANNUAL
Office Title: Investigator	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Equal Employment Opportunity	Number of Positions: 2
Job ID: 197692	Hours/Shift: Day (however, may require tour changes based on the availability of staff)

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States. It provides for the 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 15 inmate jail facilities including 10 that are on Rikers Island, the court pens in the five boroughs, and 2 prison hospital wards, handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and non-uniformed staff.

The Office of Equal Employment Opportunity (EEO) is integral to the Department of Correction’s efforts to ensure the integrity, professionalism, and accountability of its staff. The EEO Unit is responsible for conducting highly sensitive and confidential investigations into departmental employee discrimination and/or harassment complaints. The investigators assigned to EEO must conduct in depth interviews of complainants, respondents and witnesses, and must act in a professional manner and remain neutral at all times. The individuals interviewed are often represented by union representatives or attorneys. Investigators also gather documentary evidence, including surveillance videos and copies of logbooks; prepare written reports which concisely summarize the evidence uncovered during the investigation, their factual findings and the analysis and reasoning behind the findings and conclusions; draft recommendations for review by the Deputy Director, and Assistant Commissioner of EEO. Investigators assigned to EEO must be familiar with the Department and City’s EEO policy and is required at times to go to the facilities for site visits, or other purposes. The incumbents must be willing to work with other investigators and office personnel and have a cooperative attitude towards assisting and receiving direction from supervisors, including the Deputy Director and the Assistant Commissioner.

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

Investigators must have a strong investigative background; excellent communications skills; strong analytical and writing skills; the ability to be objective and thorough in conducting investigations, knowledgeable about the employment laws, and a valid driver’s license. The preferred candidate has a BA/BS; successful candidates must clear a background investigation.

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#197692

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#197692

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

Post Date: 06/25/15	Post Until: 07/17/15
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The City of New York and The New York City Department of Correction are Equal Opportunity Employers