

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

<b>Civil Service Title:</b> Investigator (Discipline)	<b>Level:</b> II
<b>Title Code No:</b> 06316	<b>Salary:</b> \$45,000-\$60,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Investigator	<b>Work location:</b> 150 East 4 <sup>th</sup> Street, (Rikers Island) East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Chief of Department	<b>Number of Positions:</b> 2
<b>Job ID:</b> 189409	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction is one of the largest municipal jail systems in the United States that 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 14 inmate jail facilities including ten that are on Rikers Island, court pens in the five boroughs, and two prison hospital wards. The DOC 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 civilian staff.

The department seeks to recruit Investigators to conduct routine examinations of housing areas log books and programs areas log books to ensure correctional staff afford the inmate population mandated services and programs. Under general supervision, the Investigators will be responsible for reviewing log book entries in the punitive segregation housing areas; collecting, sequencing and organizing the facilities log books; conducting tours of inmate housing areas, program areas, clinic and mental health areas, and other administrative areas to inspect and review log books and log book entries; and perform related duties as assigned.

**Qualification Requirements**

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.

**Preferred Skills**

Strong communication, interpersonal, organizational, and analytical skills; Ability to work independently and conduct thorough reviews of log books, written text, and related documents; Ability to learn departmental computer applications (IIS, IFCOM, etc.).

MS Office (Word, Excel, Outlook) proficiency.

**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). Click on Recruiting Activities > Careers and search for Job ID#:189409.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#: 189409

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

**Post Date:** 04/02/2015

**Post Until:** 04/17/2015