

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

Civil Service Title: Investigator	Level: 00
Title Code No: 31105	Salary: \$20.02/\$23.02-\$31.97 Frequency: HOURLY
Business Title: Investigator (part-time)	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Applicant Investigation Unit	Number of Positions: 5
Job ID: 169706	Hours/Shift: Various - no more than 28 hours per week.
Job Description	
<p>The Applicant Investigation Unit of the New York City Department of Correction is responsible for the recruitment, investigation and worthiness of candidates to be hired for the position of Correction Officer. To aid in this mission, the Applicant Investigation Unit is seeking candidates for the position of Investigator.</p> <p>Under general supervision, with latitude for independent initiative and judgment, candidates selected for the position of part-time Investigator will be responsible for, but not limited to the following:</p> <ul style="list-style-type: none"> • Ensure that background checks are sent out and received; • Prepare reports, plan and coordinate investigation schedules and assignments; • Run background checks through eJustice, IIS, IFCOM, Webcrims, Google and various watchdog registries; • Contact and interview candidates; • Gather information through collateral contacts; • Formulate questions for the candidate 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; • Perform general checks of various social media, along with other investigatory practices, to ensure the vetting process for the best Correction Officer candidates and; • Perform related work and special projects. 	
Minimum Qualification Requirements	
<p>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</p> <p>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</p> <p>3. A baccalaureate degree from an accredited college or university; or</p> <p>4. A satisfactory combination of education and/or experience equivalent to 1, 2, or 3 above.</p>	
Preferred Skills	
<ul style="list-style-type: none"> • Excellent oral and written communication skills • Firearms qualification desired 	
Residency Requirement	
<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>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#: 169706.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 169706.</p> <p style="text-align: center;">Attention: Sharen Harris</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 10/07/2014	Post Until: 10/22/2014

The City of New York is an Equal Opportunity Employer