

NEW YORK CITY DEPARTMENT OF INVESTIGATION JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Examining Attorney

TITLE CODE NO: 30119

OFFICE TITLE: Examining Attorney

WORK LOCATION: Manhattan

UNIT: Public Assistance and Grants Unit

SALARY RANGE: \$55,000 - \$80,000

NO. OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Investigation conducts highly confidential and sensitive investigations into allegations of fraud, corruption, or other misconduct by New York City officials, city employees, and persons or entities doing business with the City of New York.

An examining attorney position is currently available with DOI's Public Assistance and Grants Unit which oversees the New York City Administration for Children's Services. The candidate will conduct legal research and investigate ACS-related cases, reviewing confidential records, conducting interviews, and drafting reports. The candidate will also be expected to incorporate DOI's findings into trainings provided to ACS staff in order to improve child protective investigations.

QUALIFICATIONS:

- 1. Graduation from an accredited law school and admission to the New York State Bar is required;**
- 2. Strong research and report writing skills required; and**
- 3. Two years of experience in child welfare work preferred.**

TO APPLY, PLEASE SUBMIT LETTER OF APPLICATION, RESUME, AND WRITING SAMPLE TO:

Personnel@doi.nyc.gov

or

**Recruitment Division
NYC Department of Investigation
80 Maiden Lane, 25th floor
New York, NY 10038**

The Department of Investigation is an Equal Opportunity Employer.

NYC residency required within 3 months of appointment.

The Department of Investigation requires a two-year commitment from new hires.

Appointments are subject to Office of Management & Budget (OMB) approval for budgeted headcount.

POSTING DATE: 6/17/08

POST UNTIL: Filled

POSTING #: 032-08-29

The posting # MUST be the only text in the subject line of email. Please also indicate the posting # in the upper right hand corner of your cover letter, writing sample and resume. Please submit your documents only once; you will receive confirmation of receipt.