

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: CONFIDENTIAL INVESTIGATOR	Level: 01
Title Code No: 31143	Salary: \$38,039.00/\$41,021.00-\$54,548.00
Office Title: CONFIDENTIAL INVESTIGATOR	Work location: Manhattan
Division/Work Unit: CCPC	Number of Positions: 1

Hours/Shift: 9-5

Job Description

The Commission to Combat Police Corruption seeks an Investigative Analyst who will assist attorneys in conducting studies and analyses of the anti-corruption policies of the New York City Police Department. Under the direction of the Executive Director, the selected candidate will be responsible for:

- reviewing and analyzing open and closed NYPD Internal Affairs Bureau investigations (this includes traveling within the five boroughs to different IAB locations to conduct file reviews);
- analyzing the quality of confidential investigations;
- preparing written memoranda and findings with recommendations for improved investigative procedures;
- meeting with Department executives and investigators to discuss case analyses;
- reviewing and analyzing the Department's closed disciplinary cases and entering statistics into a database; and
- reviewing and analyzing the IAB Command Center Incident Summary Reports daily and highlighting relevant case allegations to the Executive Director for review.

The CCPC also reports on discrete topics regarding the NYPD's anti-corruption efforts and the Investigative Analyst will review and analyze background information that will be used to support the findings in these reports. The Investigative Analyst will also assist the attorneys in drafting and editing these reports.

Qualification Requirements

1. A baccalaureate degree from an accredited college; and
2. Experience in a governmental agency in the field of investigation, auditing, law enforcement or a related field is preferred.
3. Excellent writing, analytical, organizational and communication skills.

PREFERRED SKILLS

1. Post baccalaureate degree preferred.
2. Excel experience is preferred.

To Apply:

TO APPLY, PLEASE SUBMIT COVER LETTER, RESUME, AND WRITING SAMPLE TO:

Ms. Marnie L. Blit
Executive Director
Commission to Combat Police Corruption
17 Battery Place, Suite 327
New York, NY 10004

NO PHONE CALLS, E-MAILS, OR FAXES.
ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

The Department of Investigation requires a two-year commitment from new hires.
NYC residency required within 3 months of appointment.

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

Post Date: 10/02/2009	Post Until: Filled	JVN: 032-2010-006679
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The City of New York is an Equal Opportunity Employer.