

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: CONFIDENTIAL INVESTIGATOR	Level: 01
Title Code No: 31143	Salary: \$20.82 per hour
Office Title: Confidential Investigator P/T Reader	Work location: Manhattan
Division/Work Unit: GENERAL COUNSEL	Number of Positions: 1

Hours/Shift: Part Time - 19 hours/week

Job Description

JOB DESCRIPTION: The NYC Department of Investigation is a local law enforcement agency that conducts highly confidential and sensitive investigations of NYC officials, employees, and entities conducting business with the City of New York. Under the direction of the Deputy Commissioner for Legal Affairs, the General Counsel's Unit provides guidance on all legal aspects of the agency.

We are seeking a part time Investigative Intern for 19 hours a week to serve as a reader in the Office of the General Counsel. Primarily, the individual appointed will provide text to speech service to a visually impaired attorney by reading aloud agency related materials including paper documents and documents stored in computers and other electronic devices. Excellent reading skill and clear enunciation is a requirement as well as good organizational skills. Confidentiality is mandatory. Other clerical duties may be assigned. The preferred candidate will be a law or graduate student.

Qualification Requirements

1. A baccalaureate degree from an accredited college; or
2. A four year high school diploma or its educational equivalent and five years of satisfactory full-time experience in an industrial or governmental agency in the field of investigation, auditing, law enforcement, security, inspection, or in a related field; or
3. Education and/or experience equivalent to "1" above; and
4. Strong organizational skills.

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 posting # MUST be the only text in the subject line of e-mail. Electronic submissions are preferred. 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.

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: 032-2010-006663
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The City of New York is an Equal Opportunity Employer.