City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: Community Associate **Office Title: Data Management Assistant**	**Title Code No: 56057**
UNIT: OIG-NYPD	**Work location: Manhattan**
Number of Positions: 1	**Salary $33,799 - $40,000** **New City Hire - $38,869**

Job Description

The Department of Investigation's Office of the Inspector General for the New York City Police Department ("Office" or "OIG-NYPD") is authorized to investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices of NYPD, with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force.

OIG-NYPD is seeking a Data Management Assistant to provide general support for the day-to-day operations of the Office, with a particular focus on file management, organization of data, and basic IT support. The Data Management Assistant will report to the Executive Assistant. Responsibilities will include, but are not limited to:

- Developing systems for managing the organization and security of electronic and hard-copy data files
- Helping investigative, policy, and legal staff to utilize databases and manage evidence in an efficient, organized, and user-friendly manner
- Serving as a liaison with the IT staff to assist OIG-NYPD staff some basic IT needs and with the implementation of a new case management system and other software packages
- Providing administrative support to investigative, policy, legal, outreach, and executive staff, including answering incoming calls, drafting correspondence, and managing calendars, as needed
- Completing special projects, as assigned

The Data Management Assistant must be capable of exercising good judgment and maintaining the confidentiality of sensitive information. In addition, the Data Management Assistant must be detail-oriented, well-organized, logical, and comfortable working in a dynamic environment with flexible, sometimes long work hours and occasional deadline pressures.

Qualifications Required

1. High school graduation or equivalent and three years of experience in community work or community-centered activities in an area related to duties described above;
or
2. Education and/or experience which is equivalent to **"1"** above.

Preferred Skills

- 4-year college degree preferred
- Strong familiarity with Microsoft Word, Excel, Power Point, Outlook, and other office software
- Experience using electronic databases and other data management platforms
- Ability to learn new software packages quickly and to communicate that learning to others
- General familiarity with computer hardware and other electronic peripherals (projectors, printers, monitors, etc.)
- Good written and verbal communication skills
- Strong organizational and information management skills
- Excellent time management skills, including an ability to multi-task and prioritize
- Flexibility and willingness to perform a variety of tasks in a dynamic environment
- Professional presentation

.To Apply:

All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare/ess

Click on Recruiting Activities/Careers and Search for Job ID #193776

All other applicants, please go to www.nyc.gov/career/search and search for Job ID #193776

PLEASE DO NOT EMAIL, MAIL OR FAX YOUR RESUME TO DOI DIRECTLY.

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 two 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.
Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date: 05/19/2015	**Post Until filled**	

The City of New York is an Equal Opportunity Employer.