

**City of New York
DEPARTMENT OF INVESTIGATION
Intern Vacancy Notice**

Intern Title: Investigative Intern

Intern ID: 0001

Work location: 180 Maiden Lane

Intern Description

As of August 2, 2021, all new interns must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

DOI is seeking investigator interns to conduct and assist on confidential investigations concerning fraud and corruption, and inquiries about the affairs, operations, methods, programs, accounts, personnel, and efficiency of City agencies, City employees and vendors, and recipients of City funds.

If selected, the intern will be fingerprinted and undergo a background investigation. In addition, for positions that have a law enforcement and/or investigative function, the candidate's consumer credit history will be reviewed during the background investigation, and as otherwise permitted by NYC Administrative Code § 8-107(24)(b)(2)(A)

This is an unpaid internship.

Essential Duties

- Assist in developing investigative plans and strategies, identify, obtain, and analyze relevant evidence and records, conduct interviews.
- Work with other investigative/law enforcement/prosecutorial agencies
- Work on multi-disciplinary teams with other DOI investigators, auditors, and City agency staff.

Required Knowledge, Skills, and Abilities:

- Ability to analyze and assess and draw conclusions based on a multitude of complex documents/data, including but not limited to policies, procedures and financial documents.
- Strong computer skills, including Word, Excel and databases. Strong interpersonal skills, oral communication and interviewing skills.
- Ability to write succinct and organized reports.
- Ability to exercise discretion on sensitive and confidential matters. Strong organizational skills and proven ability to manage time efficiently, meet deadlines and multi-task.

Post Date: 2/8/2023

Post Until: 4/7/2023

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.