

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-23-045**

CIVIL SERVICE TITLE: Investigator	TITLE CODE: 31172
OFFICE TITLE: Investigator Analyst	SALARY: \$42,304 - \$64,693
DIVISION/WORK UNIT: General Counsel/Intelligence Unit	WORK LOCATION: Citywide
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation in an effort to enhance community safety and decrease recidivism.

The Department is seeking to hire Investigators, with some latitude for independent initiative, judgment and decision making, and in close collaboration with Administration, Adult and Juvenile Operations, responsibilities will include but not limited to:

- Working closely with Probation Officers and other staff on complex, long-term investigations/monitoring;
- Using public records, databases, and social media to research case subjects;
- Analyzing telecommunications and other records;
- Capturing and documenting case-relevant online content;
- Preparing memorandums, spreadsheets, charts, and graphs, both for internal and external use;
- Mapping mobile (cell) devices site records;
- Data-mining and conducting proactive research;
- Establishing links, discerning activity patterns within on-line and social media;
- Coordinating with other bureaus and units within the Department of Probation, as well as with private and government entities;
- May be required to testify under oath about research and analysis;
- Conducting background and other investigative interview;
- May perform other related duties as assigned.

PREFERRED SKILLS:

- Candidates must be adaptable, organized, comfortable working with data.
- Excellent Communication Skills.
- Experience working in law enforcement or using any of the following applications will be considered a plus: Sytecch ADACS, Pen-Link, Thomson Reuters CLEAR, Lexis Nexis Accurint, Ringtail, and i2 Analyst's Notebook.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college in criminal justice, forensic auditing, forensic science, police science, criminology, criminal justice administration and planning, and/or law or related field and two years of satisfactory full time related experience conducting investigations of alleged employee misconduct, interviewing witnesses and taking statements, managing caseloads, analyzing disciplinary procedures and making recommendations for improvement, interpreting rules, regulations and policies, preparing written reports of investigative findings, making presentations, or in a major operational area of the agency in which the appointment is to be made.

SPECIAL NOTE:

To be eligible for placement to Assignment Level II or III, individuals must have, after meeting the minimum requirements, one of the following:

- A master's degree in criminal justice, forensic psychology, or science, industrial and/or organizational psychology, labor relations, public administration, or a closely related field; or
- At least two additional years of experience as described in "1" above.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: February 10, 2023

POST UNTIL: Until Filled

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The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy."

REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST

Note: Public Service Loan Forgiveness Program (PSLFP). The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>