

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Internal Affairs & Discipline

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Agency Description

At the NYC Department of Buildings, we are responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency, and professionalism. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

Unit Description

The Internal Affairs & Discipline (IAD) unit manages non-criminal allegations of employee misconduct; identifies, investigates, and disciplines low performing employees and those who engage in misconduct; conducts background investigations on newly-hired and prospective Department employees; provides mandatory integrity training to new employees; and conducts routine quality assurance checks of inspectors in the field. Additionally, the unit works closely with the Department of Investigation (DOI) to help maintain the integrity of the Department.

Position Title

Investigative Intern, Internal Affairs & Discipline

Internship Responsibilities

The intern will, under direction and supervision of the Director, Deputy Director, and/or Chief investigator, Internal Affairs & Discipline:

- Assist investigative staff in managing caseloads involving complaints of employee misconduct and conducting employee background investigations
- Receive, draft, and report complaints taken from the general public, 311, DOB employees, and referrals from other government agencies
- Draft summaries, research memoranda, and other lengthy reports
- Perform special projects assigned by the Director or Deputy Director

Qualifications/Special Skills/Area of Study

Minimum Requirements: Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

- Demonstrated interest in one or more of the following areas:
 - Criminal Justice
 - Law & Policing
 - Related fields
- Excellent written, verbal, and analytical skills
- Attention to detail
- Ability to use discretion and maintain confidentiality

Application Process

JobsNYC <https://cityjobs.nyc.gov/>

Job ID#: 631617

Salary Range \$16.00-17.50

- Internship may be used to fulfill college credit requirement.

Additional Information / Comments

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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