

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Confidential Investigator
Salary:	\$50,000 - \$60,000
Bureau/Division:	General Counsel
Period:	June 23, 2014 – July 18, 2014

JOB DESCRIPTION

The Office of General Counsel is responsible for all legal matters, including issues relating to litigation, municipal finance, investments, pension funds, agency audits, settlements of claims brought on behalf of and against the City, employee discipline, and proposed Federal, State, and Local legislation. This position will perform a wide range of research assignments for legal staff, including the conduct of professional, confidential and sensitive investigations, including those of potential violations of agency rules and regulations.

Under the direction of the Deputy General Counsel/Agency Advocate, responsibilities include, but are not limited to, the following:

- Conducts interviews of subjects and witnesses; Maintains case records, prepares report and analyzes agency records and documents in cases requiring highly complex or special investigations;
- Prepares, reviews, evaluates, and acts on all reports and recommendations submitted for administrative action;
- Undertakes research, work with internal databases including OASIS, Vendex, FMS and with public search services, such as Lexis/Nexis and the Legislative Retrieval System (LRS);
- Documents collection and reviews in connection with discovery requests, including screening for privilege and work product;
- Serves legal process; may testify at hearings and in court proceedings;
- Monitors compliance with internal protocols for conflict of interest clearance;
- May analyze and evaluate existing and proposed agency procedures;
- Coordinates with other bureaus in the Comptroller's Office and with other governmental agencies regarding any of the above, and
- Performs related work and special projects for General Counsel and other members of legal staff, as directed.

QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college in the field of criminal justice and at least two (2) or more years of satisfactory full-time experience in the field of investigations, auditing, law enforcement, or inspections in a government, corporate or law firm environment;

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Working knowledge of Lexis/Nexis ideal.
- Excellent interpersonal, communication, research and organizational skills (includes Microsoft Office Suite proficiency).

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: June 23, 2014	POST UNTIL: July 18, 2014	JVN: #015-14-032
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The NYC Comptroller's Office is an Equal Opportunity Employer