

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Confidential Investigator
Salary:	\$50,000 - \$65,000
Bureau/Division:	General Counsel
Period:	November 14, 2017 – Until Filled

JOB DESCRIPTION

The Office of General Counsel is responsible for addressing all legal matters affecting the Comptroller's Office, including issues relating to litigation, municipal finance, investments, the City's public pension systems, agency audits, settlements of claims brought on behalf of and against the City, employee discipline, conflicts and ethics questions, and proposed federal, state, and local legislation. The Confidential Investigator will perform highly confidential and sensitive investigations into allegations of misconduct, conflicts of interest, and/or other improper activity by employees. The Confidential Investigator will be expected to perform related work on a wide range of research assignments and special projects for the General Counsel and other members of legal staff.

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

- Conducts complex and special investigations in a discreet and confidential manner;
- Analyzes complaints of misconduct; develops investigative plans; conducts fact-finding; authors comprehensive confidential reports of the investigative findings and relevant correspondence for supervisory review and approval;
- Performs electronic record checks using internal and external databases, including OASIS, Lexis/Nexis, and Westlaw;
- Assists with document collection and review in connection with discovery requests, including screening for privilege and work product;
- Serves legal process and testifies, when necessary, at hearings and/or court proceedings;
- Monitors compliance with internal protocols for conflict of interest clearance;
- Interacts and communicates with other bureaus in the Comptroller's Office as well as other governmental agencies regarding any of the above; and,
- Performs related work and special projects for the General Counsel and other members of legal staff, as directed.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college in the field of criminal justice, forensic science or a related field and two (2) or more years of professional experience in investigations, auditing, law enforcement, or a closely related field in a government, corporate or law firm environment; or
 2. Education and/or experience equivalent to "1" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Excellent interpersonal, oral communication, research and organizational skills (includes Microsoft Office Suite proficiency).
 - Demonstrated experience handling and maintaining confidential information and data is expected.
 - Excellent writing skills; proven ability to draft clear reports and summaries.
 - Working knowledge of Lexis/Nexis.
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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.

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

POSTING DATE: November 14, 2017	POST UNTIL: Filled	JVN: 015/018/027
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The NYC Comptroller's Office is an Equal Opportunity Employer