

PLEASE POST

NEW YORK CITY DEPARTMENT OF INVESTIGATION JOB VACANCY NOTICE

REPOST - Previously 032-08-026

CIVIL SERVICE TITLE: Confidential Investigator I -III

TITLE CODE NO: 31143

OFFICE TITLE: Investigative Auditor

WORK LOCATION: Manhattan

UNIT: Public Assistance and Grants Unit

SALARY RANGE: \$37,926 - \$71,111

NUMBER OF POSITIONS: 4

New City Hire Minimum: \$35,169

JOB DESCRIPTION:

Participates in the conduct of highly confidential and sensitive audits regarding allegations of fraud or other corrupt activities involving New York City officials, employees and persons or entities doing business with the City. Will examine and analyze financial records and documents, conduct interviews, prepare reports, work with other investigative units and prosecutorial agencies, testify at hearings and court proceedings and/or supervise other investigative staff.

PREFERRED SKILLS:

The preferred candidate will have auditing or forensic auditing experience with not-for-profit corporations and/or experience conducting audits with federal, state, or local government agencies.

QUALIFICATIONS REQUIRED:

1. A baccalaureate degree from an accredited college including 24 credits in accounting; or
2. A four year high school diploma or equivalent and four years of satisfactory full-time experience in the field of auditing, accounting, or a closely related field; or
3. Part-Time experience as well as internships in the field of auditing, accounting, or a closely related field will be given consideration toward meeting the required qualifications; or
3. Education and/or experience equivalent to 1, 2 or 3 above; and
4. Strong writing skills.

TO APPLY, PLEASE SUBMIT LETTER OF APPLICATION, RESUME, AND WRITING SAMPLE TO:

Personnel@doi.nyc.gov

OR

Recruitment Division NYC
Department of Investigation 80
Maiden Lane, 25th floor New York,
NY 10038

The Department of Investigation is an Equal Opportunity Employer.

NYC residency required within 3 months of appointment.

The NYC Department of Investigation requires a two-year commitment from new hires.

Appointments are subject to Office of Management & Budget (OMB) approval for budgeted headcount.

POSTING DATE: 06/20/08 POST UNTIL: Filled POSTING #: 032-08-031

The posting # **MUST** be the only text in the subject line of email. Please also indicate the posting # in the upper right hand corner of your cover letter, writing sample and resume. Please submit your documents only once; you will receive confirmation of receipt.

IF YOU HAVE ALREADY SUBMITTED AN APPLICATION FOR POSTING 013 or 026, PLEASE DO NOT REAPPLY.