

## **NYC Law Department - Investigations Coordinator**

The Investigations Coordinator will be assigned to the Mayor's Office of Special Enforcement (OSE), which is within the Mayor's Office of Criminal Justice. OSE is responsible for coordinating enforcement efforts across City agencies to address quality of life issues. It currently focuses mainly on the illegal conversions of apartments and homes into de facto hotels, and also addresses problematic adult use locations, lawless clubs, and illegal massage parlors. OSE's enforcement efforts span all five boroughs to address dangerous conditions at properties throughout the City that require a coordinated, multi-agency response. OSE staff members include fire prevention inspectors, building inspectors, investigators, police officers, deputy sheriffs, and attorneys.

The Investigations Coordinator's duties include the following responsibilities:

- Providing coordination of OSE investigative activity by developing investigative deployment protocols, planning strategic complaint response, setting itinerary guidelines, and ensuring response metrics are met.
- Advancing larger-scale or multi-target investigations by ensuring evidence is adequately collected and preserved, investigative subjects are thoroughly researched, and case investigation proceeds strategically.
- Collaborating with legal and research team members to implement unified approach to investigations, including developing and monitoring compliance with protocols for requesting subpoenas, access warrants, and drafting criminal complaints for summonses.
- Conducting daily assessment of complaint response, including debriefing inspection teams on outcomes, ensuring accurate and comprehensive internal reporting, and identifying obstacles to efficacy
- Conducting observations of field inspections to monitor compliance with investigative protocols, developing training materials and programs, and identifying opportunities to enhance inter-agency collaboration
- Identifying equipment needs, developing policies for equipment use when needed, and training investigative team members on equipment operation
- Recommending improvements to investigative strategies and techniques and evidence building for administrative prosecutions

- Working with communications staff members to identify opportunities to amplify enforcement through media presentation generation and outreach
- Collaborating with other City, State, and Federal Agencies, as well as public service organizations, to support the functions and interests of OSE.

Applicants must be either (1) an admitted member in good standing of the New York State Bar, or (2) a member in good standing of any state bar and eligible to waive into the New York State Bar without examination.

The ideal candidate will have 1) at least (5) years or more of experience coordinating investigative operations, ideally in a civil or criminal enforcement setting involving both computer and field investigations that led to formal charges and adjudications; (2) substantive experience related to investigation or enforcement of building and fire codes, or developing investigations in service of affirmative litigation; (3) experience working with a team of investigators, inspectors, process servers, police officers or sheriffs; and (4) demonstrated commitment to a public interest; and 5) proven ability to ensure performance metrics are met. Substantial non investigative experience in relevant fields - especially in housing, building and fire codes, or in management of field operations - will be considered in lieu of a portion of the preferred five years of coordinating investigative operations.

Please click the following link to apply to Job ID 289710: [https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=289710&PostingSeq=1&&](https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=289710&PostingSeq=1&&). Please attach your cover letter and resume as one document under "resume" and a writing sample under "cover letter".

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