



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1613

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**POSITION TITLE:** INVESTIGATOR **JG: 23**

**LOCATION:** INSPECTOR GENERAL'S OFFICE

**BASE SALARY:** \$ 68,803 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Six years of experience in a position involving the conduct of field investigations and the preparation of information and evidence for the holding of hearings. (Study at a regionally accredited college or university may be substituted for experience on a year for year basis, up to a maximum of three years); **or** Five years of permanent service in the Court Security series; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Investigators work under the supervision of the Inspector General, and are responsible for conducting investigations to determine misconduct or incompetence among employees of the Unified Court System. Areas of investigation may include violation of time and leave rules, conflict of interest, bribery, theft, insubordination, falsification of records, inability to perform job responsibilities, and other such situations. They also perform other related duties.

**ASSIGNMENT:** This position will also work with the Office of the Managing Inspector General for Bias Matters and the Office of the Managing Inspector General for Fiduciary Appointments to investigate allegations of bias based upon race, sex, sexual orientation, age, marital status, disability, national origin or religion that affect the workplace or the terms and conditions of employment of UCS personnel, or allegations of unsatisfactory performance, or conduct incompatible with appointment as a fiduciary. Duties include but are not limited to: interviewing witnesses and court employees to obtain information regarding charges pending against court employees; documenting the investigative process; searching records to extract pertinent information relevant to an investigation; writing reports to provide a description of the facts of the case; preserving physical and testamentary evidence; and testifying at hearings.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

SHERRILL SPATZ  
INSPECTOR GENERAL  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET  
NEW YORK, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** July 5, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 26, 2016

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The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

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