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OFFICE OF THE INSPECTOR GENERAL
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CASE MANAGEMENT INTERNSHIP- NON-PAID/CREDIT

The New York State Office of the Inspector General is seeking highly motivated, detailed-oriented individuals who possess excellent written and oral communication skills to intern in the Office's Case Management Unit.

Background on the Office of the State Inspector General:

Pursuant to Executive Law Article 4-A, the Office of the State Inspector General investigates allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in State agencies within its jurisdiction.

Allegations are received and processed through the Case Management Unit. Members this Unit serves the integral function of examining allegations to determine whether such fall within the Inspector General's jurisdiction and culling the necessary information to allow for further investigation.

Interns will work under the direction of the Case Management Supervisor and be responsible for the following duties:

- Review and process written complaints and determine jurisdiction
- Track complaints in a computerized case management system, forward correspondence to investigative staff, maintain filing system, and ensure correspondence is processed in a timely manner.
- Populate the Intelligence database
- Draft referral letters to other agencies
- Perform research for the entire staff, including investigators, attorneys and auditors.
- Assist executive management staff with miscellaneous tasks as requested
- Creating databases, inputting data and analyzing such accordingly

Interested students may email their cover letter, resume and a copy of their transcript to karen.wolfe@ig.ny.gov or jobs@ig.ny.gov.

