



STATE OF NEW YORK
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF THE WELFARE INSPECTOR GENERAL
OFFICE OF THE WORKERS' COMPENSATION FRAUD INSPECTOR GENERAL

EMPIRE STATE PLAZA
AGENCY BLDG. 2, 16TH FLOOR
ALBANY, NEW YORK 12223
(518) 474-1010

61 BROADWAY, SUITE 2100
NEW YORK, NEW YORK 10006
(212) 635-3150

65 COURT STREET, 5TH FLOOR
BUFFALO, NEW YORK 14202
(716) 847-7118

CATHERINE LEAHY SCOTT
INSPECTOR GENERAL

SUMMER CMU INTERNSHIP – ALBANY
NON-PAID / CREDIT

Pursuant to Executive Law Article 4-A, the Office of the Inspector General [NYSIG] investigates allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in State agencies within its jurisdiction. Pursuant to Executive Law § 74, the Office of the Welfare Inspector General [OWIG] protects the integrity of human services programs, benefits, and funds throughout the State of New York. Pursuant to Workers' Compensation Law § 136, the Office of the Workers' Compensation Fraud Inspector General [WCFIG] conducts and supervises investigations within and without New York State of possible fraud and other violations of laws, rules, and regulations pertaining the operation of the workers' compensation system.

Collectively the offices are known as the Offices of the Inspector General [OIG].

OIG is seeking highly motivated, detailed-oriented individuals who possess excellent written and oral communication skills to intern in the Office's Case Management Unit located in Albany. Allegations are received and processed through the Case Management Unit. Members in this unit serve the integral function of examining allegations to determine whether such fall within OIG's jurisdiction and culling the necessary information to allow for further investigation.

Interns work under the supervision of the Chief and Confidential Investigator. All case-related information and knowledge obtained in the performance of these duties will be treated as confidential information.

Interns will be responsible for reviewing and processing written complaints and determining jurisdiction; track complaints in a computerized case management database system, forward correspondence to investigative staff, maintain filing system, and ensure correspondence is processed in a timely manner; 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; and create databases, inputting data and analyzing such accordingly.

Summer interns are expected to work between 20-40 hour work weeks, which will be determined by the Chief of CMU. Though internships are non-paid positions, students may seek to earn course credit or funding through prior approval from their educational institution.

To apply: please email resume and transcript to Internship@IG.NY.gov with “180003” in the subject line. Submissions must be received no later than Friday, February 22, 2019.