



STATE OF NEW YORK  
**OFFICE OF THE INSPECTOR GENERAL**  
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INSPECTOR GENERAL

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## INVESTIGATIONS 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 Investigations 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.

Interns will be responsible for the following duties:

- Assist investigative staff with implementing investigative strategies and ensuring that the data necessary for conducting successful investigations is properly gathered, documented and preserved;
- Assist in completing reports documenting investigative steps;
- Create spreadsheet and databases, input, search and analyze data accordingly;
- Assist with record reviews;
- Assist executive management and investigative staff with miscellaneous tasks as requested

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