

State of New York
Office of the Inspector General

Investigative Aide/ Buffalo

Job Description

Investigative Aides in the Offices of the New York State Inspector General's Buffalo office work under the supervision and direction of the Deputy Inspector General and Director of Administration. Investigative Aides assist investigative, legal and audit units with all administrative functions involved in conducting investigations. Such duties include but are not limited to filing, copying, composing a variety of reports, gathering and compiling data, and balancing and coordinating a workload for multiple projects while meeting deadlines; preparing correspondence for council and investigators; handling and logging mail; creating and maintaining databases and spreadsheets; handling building issues and reception duties, as well as assisting management staff with miscellaneous tasks as requested. Investigative Aides communicate with the public, state agencies and other law enforcement agencies on the telephone and in person. All case related information and knowledge obtained in the performance of these duties will be treated as confidential information.

Minimum Qualifications

- Extensive experience working in a professional team- oriented office setting;
- Ability to multi-task, plan, organize and prioritize work;
- Ability to learn and adapt to new technology as it relates to office practices and procedures;
- Excellent interpersonal and communication skills; ability to interact with supervisors, employees and the public;
- Proficient computer skills preferred including word processing and spreadsheet proficiency and experience with computerized case management systems; and
- Use of standard office equipment and telephone skills preferred.

Bachelor degree preferred. Salary is commensurate with experience.

To Apply:

Email submissions are preferred (only one method of applying is necessary). **The deadline for applying is September 16th, 2016.** Please submit resume and cover letter, referencing "Investigative Aide/ Buffalo" in the subject line, to:

jobs@ig.ny.gov

<p>The State of New York does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, religion or disability in the admission to, access to or employment in our programs or activities. Reasonable accommodation will be provided upon request. The State of New York is an Equal Opportunity Employer.</p>
