



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

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CATHERINE LEAHY SCOTT
INSPECTOR GENERAL

Investigative Aide – Western Regional Office
(based in Buffalo)

The Office of the New York State Inspector General [“NYSIG:”], as established by Executive Law Article 4-A, is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State meet the highest standards of honesty, accountability, and efficiency. The Office of the New York State Welfare Inspector General [“OWIG”], as established by section 74 of the Executive Law, is responsible for maintaining the integrity of New York State’s public assistance programs. The Office of the New York State Workers’ Compensation Fraud Inspector General [“WCFIG”], as established by section 136 of the Workers’ Compensation Law, is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system.

Collectively, the three offices are known as the Offices of the Inspector General [“OIG”].

Job Description

Investigative Aides in the Offices of the New York State Inspector General’s Western Regional Office work under the supervision and direction of the Western Regional Office Manager as well as the Western Regional Deputy Inspector General. Investigative Aides assist investigative, legal and audit units with all administrative functions involved in conducting investigations. Investigative Aides provide administrative support for the Western Regional Office, as well as assist in some statewide administrative functions for the overall Offices of the Inspector General.

Specific job duties include, but are not limited to filing, copying, composing a variety of reports, including creating and maintaining databases and spreadsheets; prepare correspondence for investigative counsel and investigators and import documents into data management system; answer and direct telephone calls, log all incoming mail and legal correspondence and documents; address facility issues, supply orders, and ensure overall

office is maintained in a professional and presentable manner; and provide direct assistance to the Office Manager with miscellaneous tasks as requested.

Minimum Qualifications

The ideal candidate has a collegial attitude, possesses sound judgment and is a self-starter who works well independently. The ideal candidate is a multitasker, who is proficient in planning, organizing and prioritizing daily work and long-term projects, and can learn and adept to new scenarios as required. The Investigative Aide is required to communicate with the public, federal, state, and local agencies/entities and other law enforcement agencies; it is expected that the candidate both presents professionally and possesses strong oral and written communication skills. In addition, candidate must be computer proficient and be well-versed in typing, grammar, word processing and creating spreadsheets. Experience with computerized case management systems is a plus.

This is an Management Confidential position that is appointed by the Inspector General. Salary is commensurate with experience.

To Apply:

The deadline for applying is January 11th, 2019. Please email resume and cover letter, referencing **Job ID 180326** 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>
