



**State of New York
Offices of the Inspector General**

Part-time Records Access Officer/Investigative Counsel – location open

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. The Office of the Gaming Inspector General [“GIG”], as established by the Upstate New York Gaming and Economic Development Act, has the duty to receive and investigate complaints from any source concerning allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in the Gaming Commission.

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

Job Description

OIG conducts in-depth investigations and analysis of alleged criminal wrongdoing, corruption, conflicts of interest, fraud and abuse in New York State agencies/entities which fall under the jurisdiction of NYSIG, OWIG, WCFIG and GIG. The part-time Records Access Officer/Investigative Counsel will ensure OIG’s compliance with the Freedom of Information Law (“FOIL”) on all statewide matters, working at the direction of the Chief of Staff and Chief Deputy Inspector General. While FOIL compliance will be the primary responsibility, the part-time Records Access Officer/Investigative Counsel may also assist, as needed, with report writing, editing, and investigative matters in the office to which they are assigned.

As this is a statewide position, the role can be filled in any of OIG’s Regional Office locations, which are Albany, Buffalo, Long Island (Hauppauge) and New York City.

OIG anticipates this role will be at approximately 15 to 20 hours per week (with flexibility). While not frequent, some statewide travel is anticipated.

Minimum Qualifications

Candidate must have a Juris Doctorate with admission to practice in the State of New York and be in good standing with the bar, with a recommended minimum of 5 years of legal practice with demonstrated previous FOIL experience, preferably within an investigative

context. Candidate must be a strong writer and should also have a working familiarity with New York State laws and agencies. Prior prosecutorial experience, or background in white collar crime or complex frauds, while not required, is desirable.

Overall, ideal OIG candidate possesses sound judgment, strong oral and written communication skills, is an excellent legal researcher, and has significant interview and/or deposition experience. The ideal candidate has a collegial attitude, is a self-starter, works well independently, and is a highly adept multitasker.

New York State Residency is Required. This is a Management Confidential position that is appointed by the Inspector General. The salary range is \$85,712-\$108,342 (which would be prorated for Part Time work) (Grade M-1 equivalent).

To Apply:

Please email resume and cover letter, with “Part-time Records Access Officer/Investigative Counsel” and interested location 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>
