

State of New York Offices of the Inspector General

Digital Evidence & Media Specialist - Albany, Buffalo or NYC

The Offices of the Inspector General (“OIG”) are comprised of three entities, derived from three appointments held by Inspector General Lucy Lang: The Office of the New York State Inspector General (“NYSIG”), as established by Executive Law Article 4-A, which 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, which is responsible for maintaining the integrity of New York State’s public assistance programs; and The Office of the New York State Workers’ Compensation Fraud Inspector General (“WCFIG”), as established by section 136 of the Workers’ Compensation Law, which is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system. Additionally, as of June 18, 2021, the duties and responsibilities of the former Office of the Gaming Inspector General were transferred to and encompassed by NYSIG, including 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.

Job Description

OIG conducts in-depth investigations and analysis of alleged fraud, abuse, corruption, conflicts of interest, and other criminal activity in New York State agencies and entities under its jurisdiction. The role of the Digital Evidence & Media Specialist (DEMS) will be to: (i) support agency investigations by conducting large-scale data collection, organization and analysis; and (ii) to promote public awareness of and engagement with OIG by creating compelling multimedia content that conveys its vital work. This will be a dual report position falling under investigations and communications.

Within the investigative context, the DEMS will analyze digital evidence collected from various sources to create video compilations, PowerPoint presentations, charts, diagrams, and other visual aids for use in presentations to law enforcement and prosecutorial partners, grand jury proceedings and trials, and statutorily mandated oversight entities. The DEMS will also be expected to gain familiarity with relevant social media platforms and communications applications, collaborate with Investigators and OIG’s Forensics Unit to best synthesize and present forensic findings, and collect and analyze data relevant to investigations, including but not limited to surveillance video, phone records, extraction reports, social media and other online service records.

Under communications, The DEMS will work with OIG’s Director of External Affairs and Public Information Officer to conceptualize, develop, and execute high-quality multimedia content,

including videos, graphics and other digital products, for use on the agency's website and various social media platforms in order to effectively convey OIG's mission, jurisdiction, work, and initiatives to the public. The DEMS will also support the Public Information Officer by liaising with all OIG departments to collect communication materials and by staffing internal and external events.

Minimum Qualifications

In order to thrive in this role, the DEMS must be able to tell a story through digital evidence and media – be it the narrative of a particular crime to a prosecutorial partner or about the work of OIG to a public it relies upon for complaints. Accordingly, candidates should be creative problem solvers, intellectually curious, have excellent written and verbal communication skills, an ability to work independently as well as with a team, proficiency with multimedia production software as well as Microsoft PowerPoint and Excel, as well as a demonstrated ability to organize and synthesize large volumes of data into digestible forms. Candidates must also be detail-oriented, multi-task effectively, have strong research skills using a variety of online resources, and be ready and willing to learn. Strict adherence to confidentiality is essential.

Ideal candidates will have experience with multimedia and graphic design programs such as Adobe Premiere Pro, Photoshop, Canva, InDesign, Illustrator, and other relevant industry-standard tools, and be familiar with emerging social media platforms with a concurrent ability to adapt to new platforms quickly. Prior experience in any sort of investigatory role is helpful, but not required.

Please note: New York State Residency is Required

To Apply:

This is a Management Confidential position approved at a Grade 14 equivalent, and OIG seeks to hire within that grade at a salary range between \$55,403 to \$60,081.

Please email resume and cover letter, with Job ID # 24-0141 "Digital Evidence & Media Specialist" and desired location (Albany, Buffalo, or NYC) in the subject line, to:

jobs@IG.NY.gov

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The State of New York is an Equal Opportunity Employer