



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1465

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**POSITION TITLE:** INVESTIGATOR JG: 23

**LOCATION:** INSPECTOR GENERAL'S OFFICE  
NEW YORK CITY

**BASE SALARY:** \$82,198 + \$4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Six years of experience in a position conducting comprehensive and detailed investigations and the preparation of information and evidence for the holding of hearings. (Study at a regionally accredited college or university may be substituted for experience on a year for year basis, up to a maximum of three years); or An equivalent combination of education and comparable experience. **Substantial writing and editing experience with particular ability to draft and edit detailed investigative reports is required.**

**DISTINGUISHING FEATURES OF WORK:** Investigators work under the supervision of the Inspector General, and are responsible for conducting investigations to determine misconduct or incompetence among employees of the Unified Court System. Areas of investigation may include violation of time and leave rules, conflict of interest, bribery, theft, insubordination, falsification of records, inability to perform job responsibilities, and other such situations. They also perform other related duties. This is a non-peace officer position.

**ASSIGNMENT:** This position will also work with the Bias Matters and Fiduciary Appointments units to lead investigations into allegations of bias based upon race, sex, sexual orientation, age, marital status, disability, gender identity or expression, national origin or religion that affect the workplace or the terms and conditions of employment of UCS personnel, or allegations of unsatisfactory performance, or conduct incompatible with appointment as a fiduciary. Duties include but are not limited to: interviewing witnesses and court employees to obtain information regarding charges pending against court employees; identifying and marshalling relevant evidence; documenting the investigative process; writing comprehensive confidential reports; providing detailed analysis supporting findings and conclusions; and testifying at administrative and/or criminal proceedings. Travel to Albany and throughout New York State is required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this Court or agency within the next six (6) months. Position(s) available at the present time: **2**.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [igjobapply@nycourts.gov](mailto:igjobapply@nycourts.gov) or by mail to:

KAY-ANN PORTER CAMPBELL  
INSPECTOR GENERAL  
OFFICE OF COURT ADMINISTRATION  
26 BROADWAY, 10TH FLOOR  
NEW YORK, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

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**POSTING DATE:** June 17, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 15, 2024

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The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

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