



**Investigations Division**  
**Civil Investigations Unit (CIU) – New York City**  
**Assistant Chief Investigator**  
**Reference No. INV\_CIU\_NYC\_9426\_041025**

**Application Deadline is April 10, 2025**

The Office of the Attorney General (OAG) is seeking qualified candidates for the position of Assistant Chief in the location noted above. Candidates should be hard-working, motivated, and committed to public service on behalf of the people of the State of New York.

The Civil Investigations Unit (CIU) is overseen by the assigned Deputy Chief who is the unit's Commanding Officer (CO) and whose primary responsibility is to provide general management, direction, and control for the Unit. The Civil Investigations Unit is responsible for providing investigative support to all Divisions within the agency as requested. The Assistant Chief would serve as the unit's Executive Officer (XO), reporting to the Commanding Officer and would have direct supervisory responsibility for the Investigative Specialists working out of 13 OAG offices statewide, and the unit's administrative staff. The XO will be responsible for the effective and efficient administration and operations of the CIU.

The Executive Officer's duties would include, but are not limited to: Coordinating necessary and appropriate training for all CIU staff; handling performance issues and discipline; supporting problem resolution; conducting all CIU performance evaluations; monitoring and controlling expenses and the unit's budget; initiating and implementing directives and policies for the CIU in conjunction with and under the direction of the Commanding Officer; providing positive leadership and facilitating the accomplishment of the CIU's goals and objectives; representing the CIU in the absence of the CO with Division Executive Leadership when necessary; and advancing the programs of the Investigations Division and the Agency. Regular travel to CIU offices throughout NYS for supervisory purposes will be expected.

**Minimum Qualifications:**

- Must have at least ten (10) years of prior law enforcement experience with five years of experience as a supervisor.
- Have current NYS basic police academy certification approved by DCJS or the ability to successfully complete all requirements to obtain NYS basic police academy certification.
- Must possess a valid NYS Driver's License with ability to operate a motor vehicle.
- The NYS Public Officer's Law requires that all police officers be citizens of the United States of America and reside within the State of New York at the time of appointment.
- Experience leading and directing criminal and non-criminal investigations.
- Experience conducting surveillance operations.
- Advanced proficiency using various law enforcement investigative databases and Microsoft computer applications.
- Working knowledge of NYS Civil Law.
- Excellent interviewing skills.
- Superior interpersonal communication skills.
- Experience interacting, coordinating and working with local, state and federal law enforcement agencies.

**Preferred Qualifications:**

- Graduate degree in Criminal Justice or related/applicable field of study.
- Fluency in a second language.
- Experience with OAG Civil Investigations operations.
- Familiarity or ability to learn OAG's intake repository, NYMatters, and CIU investigative products, specifically ISO Claim Search, Dun & Bradstreet, Accurint, NYSCEF, and E-Justice databases.

**The annual salary for this position is \$136,247. Appointments in New York City receive an additional \$3,400 location pay.** Performance of the duties may require frequent, unscheduled work on evenings and weekends and requires 24/7 availability. This position is in the exempt class, and incumbents serve at the pleasure of the Attorney General.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

## How to Apply

**Applications must be submitted online.** To apply, please click on this link: [INV CIU NYC 9426 041025](#)

**To ensure consideration, applications must be received by close of business on April 10, 2025.**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** - Include the Reference number: INV\_CIU\_NYC\_9426\_041025
- **Resume**
- **List of three (3) references** - Only submit professional references, supervisory references are preferred.

**If you have questions regarding a Detective Investigator position with the OAG, the application process, or need assistance with submitting your application, please email [Investigator.Jobs@ag.ny.gov](mailto:Investigator.Jobs@ag.ny.gov) or call 518-776-2500.**

**For more information about OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**