VACANCY ID # 227753

EMPLOYMENT ANNOUNCEMENT

TITLE: INVESTIGATIVE SPECIALIST 1 (LAW) **OR**
INVESTIGATIVE SPECIALIST TRAINEE (LAW)

STATUS: CONTINGENT PERMANENT

BUREAU: CIVIL INVESTIGATIONS

LOCATION: ALBANY

SALARY: SEE BELOW

We are seeking talented and motivated staff to work in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The Attorney General serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year),** sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

DUTIES

- Plan and conduct investigations based on a thorough knowledge of the application and interpretation of the specific laws and regulations relating to the investigative jurisdiction of the specific agency's bureau.
- Review Claims and Notices of Intention filed against the State to determine type of action and what investigation is needed.
- Contact and correspond with other departments or agencies, including Federal, State, Municipal or local governments, for information relating to the case. Locate and contact private organizations for information and locate and review court records or insurance company files.
- Use computer databases such as Department of Motor Vehicles, ISO, Choice Point (CDB-Infotek), Dun & Bradstreet, Lexis-Nexis, Internet Web sites, etc. to do information searches.
- Conduct field investigations at the location or site/scene of incidents; collect and secure physical evidence, records, documents; take photos, if needed; canvas area for possible witnesses, identify the locating witnesses named in police reports/records or fire department or ambulance reports, etc.; interview and obtain statements from witnesses.
- Conduct undercover investigations, including surveillance of claimants using video and still cameras.
- Locate and work with expert witnesses needed at or for preparation of the trial. Service of papers and subpoenas on parties, law firms, agencies, corporations, government offices, etc. for appearances as witnesses at the trial or for documents needed at the trial or for Examinations Before Trial (EBTs).
- Transport witnesses, documents, or exhibits to EBTs or trials. Confer with Assistant Attorneys General during the defense of the action. Testify at trial as to the investigation that was done.
- Perform various duties involving State-wide initiatives.
- Investigate and resolve consumer disputes by communicating both verbally or in writing with all concerned parties.
- Research and interpret laws and decisions as they are related to consumer issues.
- Occasional supervision of student interns.
- Perform other duties as assigned.
- This position requires travel.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

SOME EVENING AND WEEKEND WORK IS REQUIRED. The duties, at times, require the investigator to work at all hours of the day, including early morning or late at night, including weekends, and, at times, holidays, in all areas of upstate New York regions, NYC, Long Island, and possibly out of state.

SELECTED CANDIDATES MUST BE FINGERPRINTED AND PAY FINGERPRINT FEE, MUST UNDERGO A PHYSICAL/ MEDICAL EXAMINATION AND PAY CLINICAL LABORATORY TEST FEE, AND MUST UNDERGO A THOROUGH CHARACTER INVESTIGATION PRIOR TO HIRE.

MINIMUM QUALIFICATIONS

NY HELPS:
This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE MINIMUM QUALIFICATIONS

Investigative Specialist 1 (Law)
PEF, SG-18 (Starting Salary **$69,964**, job rate $88,970)

Six years of experience in a field investigative position conducting interviews of witnesses and others, taking written statements and affidavits, collecting and analyzing physical and documentary evidence, and preparing detailed written reports of investigative findings.

Substitution:
An **associate degree** in criminal justice, cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, or homeland security **can substitute for two years of specialized experience**;

A **bachelor's or higher degree** in criminal justice, cyber security, law enforcement, police science, criminal justice administration, criminology, criminal investigation, police studies, public justice, forensic accounting, forensic psychology, forensic science, economic crime management, or homeland security **can substitute for four years of specialized experience.**

Types of Investigative experience that *could be considered* qualifying: experience in such positions as police detective, insurance investigator, licensed and registered private investigator, federal investigator, state investigator, municipal investigator, child protective services investigator, in an investigative position involving trial preparations and detailed reports, or investigations within a branch of the Armed Services are examples which meet the Minimum Qualifications.

Examples of *non-qualifying* experience include but are not limited to: experience in routine police patrol work, security guard or related security position, tax collector, collector of delinquent accounts, credit checker, legal assistant/attorney, hotel or store detective, loss prevention officer, parole officer, correction officer, guard, inspector, or experience in adoption and/or foster care placement.

Investigative Specialist *Trainee 1* (Law)

PEF, NS (eq SG 14) (Starting Salary $56,183, job rate $71,719)

Four years of investigative experience. Qualifying experience: "investigative experience" is defined as gathering and securing information and evidence from a variety of sources through independent, non-structured activities including the preparation and submission of detailed narrative reports describing the method of gathering the evidence and the results of the investigations.

Experience in auditing, interviewing, building security surveillance, traffic enforcement, or performing routine inspections or surveys will NOT be considered investigative experience.

Depending on qualifications, you may be required to serve a one-to-two-year traineeship that leads to the full level SG 18 position.

COMPETITIVE MINIMUM QUALIFICATIONS

Current NYS Employee reachable on the Civil Service Eligible List for Investigative Specialist 1 (Law) **OR** eligible for transfer as an Investigative Officer 1, Investigative Officer 1 (Spanish), Investigative Specialist 1 (Cannabis), Investigative Specialist 1 (Narcotics). **OR** Permanent or Contingent Permanent status as an Investigative Specialist 1 (Law) OR Investigative Specialist Trainee 1 (Law) **OR** eligible for 70.1 transfer as a Senior Consumer Frauds Representative with one year of Permanent Competitive Service.

HOW TO APPLY

To apply, please click on the following link: INV_CIU_ALBANY_227753.

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above.

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

POSTED October 26, 2026