

**City of New York
DEPARTMENT OF INVESTIGATION
Intern Vacancy Notice *Updated***

Title: Public Administration Intern

Intern ID: 0007

Work location: 180 Maiden Lane

Job Description

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds. DOI is seeking to hire an intern with Public Administrative experience to assist with day-to-day training operations of the Training Division. The ideal candidate will:

- Assist with creation and upkeep of digital training files and presentations
- Assist with scheduling, room set up and break down, the Investigative Officer Training Academy program, and LMS activities.
- Assist with writing policies, as necessary.

If selected, the intern will be fingerprinted and undergo a background investigation.

This is an unpaid internship.

Essential Duties:

- Research current trends in law enforcement.
- Maintain and update DOI's learning management system.
- Assist with the design and purchasing process of various DOI Training materials
- Assist with various tasks related to the daily operations of a Peace Office Program, such as developing and implementing trainings, equipment issuance and returns, and facility set up/breakdown
- Assist with various tasks related to the daily operations of a Training Division, such as developing and implementing training courses, tracking attendance, and maintaining inventory

Required Knowledge, Skills, and Abilities:

- Ability to analyze and assess and draw conclusions based on a multitude of complex documents/ data, including, but not limited to policies, procedures and financial documents.
- Strong computer skills, including Word, Excel and databases. Strong interpersonal skills, oral communication and interviewing skills.
- Ability to write succinct and organized reports.
- Ability to exercise discretion on sensitive and confidential matters. Strong organizational skills and proven ability to manage time efficiently, meet deadlines and multi-task.

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.