

## **Assistant Inspector General – Investigations**

### General Description

Under the general supervision of the Inspector General and/or Deputy Inspector General, responsibilities include planning and directing or conducting complex and/or sensitive criminal and noncriminal investigations, preliminary inquiries, reviews, evaluations, assessments, studies and inspections. Identifies and/or conducts proactive case development activities. Recommends methods for the prevention and detection of criminal, unethical, wasteful, inefficient or improper activities, relating to Nassau County government procurement, contracting, operations, programs, and funds.

Manages multiple caseload in a timely and effective manner; multi-tasks in a fast-paced environment. Exercises sound independent judgment and initiative consistent with established parameters. May perform initial assessment of Hotline complaints, and other duties as assigned. Maintains confidentiality consistent with law and policy.

Tasks may include interviews of complainants, witnesses and investigative subjects; location, review and analysis of records; site inspections; and field surveillance. Prepares records of activities, maintains case files. Meets and coordinates with prosecutors and other investigative or oversight agencies. Testifies as needed.

Briefs management in a clear and effective manner. Supervises subordinate staff. Prepares well-written, detailed yet concise reports, which may deal with complex and/or novel fact patterns and findings. Interacts effectively and professionally with members of the County government.

Duties may require work outside of typical business hours. The position is based in Mineola, New York. Travel within Long Island and the greater New York City metropolitan area may be required.

The position is at will.

### Minimum Qualifications

A bachelor's degree and at least 10 years of sophisticated experience as a law enforcement officer (including at least 6 years as detective, special agent, or criminal investigator) or prosecutor in conducting or leading complex and/or sensitive investigations involving fraud, corruption, tax evasion, embezzlement, theft-by-deception, financial irregularities, conflicts of interest, false statements, official misconduct, or similar matters; or equivalent.

Strong interviewing and other oral communications skills, including the ability to elicit key information about complex and sensitive matters, and to conduct meetings in an effective manner.

Strong written communication skills, including the preparation of clear, accurate and detailed documentation and to report findings.

Strong critical thinking skills, problem solving and analysis ability.

Strong team-work skills.

Ability to work independently with minimal supervision, including ability to plan, execute and document investigative steps. Able to recognize issues to elevate to management.

Knowledge of a wide range of investigative practices, procedures and tools, particularly with respect to fraud or corruption.

Experience in review and analysis of governmental, business and/or financial records and transactions in connection with inquiries into potential improprieties, false filings, or similar.

Valid driver's license.

#### Preferred Qualifications;

Graduate of a prosecutorial training program and/or a law enforcement officer training academy.

Professional certifications such as CFE, CPA, CIG, CIGI, CIGA, or similar, or post-graduate education resulting in award of MPA, MBA, or JD.

Training or experience in due diligence reviews, fraud examination, or risk assessment.

Experience in:

- The appropriate application of a wide range of investigative practices, procedures and tools.
- Participation in criminal trials or trial preparation.
- Supervision or management and/or leadership roles such as search warrant team leader.
- Formulating recommendations to combat fraud or corruption or to improve control environments.

Familiarity with:

- Procurement / contracting practices and principles, especially in the governmental sector.
- Public works or capital construction: roles, practices, procedures, phases, and records keeping.
- Government organizational structures; agency roles.

Knowledge of:

- Government or business financial procedures and practices.

- Principles of Auditing or Accounting.
- Internal control principles applicable to prevention and detection of fraud, theft or corruption.
- New York Penal Law and/or Federal criminal law, and law relating to criminal investigation procedures.
- Roles of governmental investigative, oversight and regulatory agencies in the New York City metropolitan area.

For consideration, please submit resume & cover letter to [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov)

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EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO  
RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL  
STATUS OR ANY OTHER NON-MERIT FACTOR