

Assistant Director of Investigations

Position Summary:

The Assistant Director of Investigations will be responsible for assisting the Director of Investigations with developing and implementing policies and procedures regarding investigations, background checks and collections for the NYS Governor's Office of Storm Recovery.

Responsibilities include, but are not limited to:

- Supporting the Director of Investigations as needed in the development and implementation of policies and procedures for handling investigations, background checks and collections.
- Leading fraud investigations independently or with outside vendors.
- Participating in meetings to address issues related to anti-fraud, waste and abuse screening of program applicants and/or collections.
- Working with multiple programs and outside counsel in the collection of funds owed to the program.
- Investigating and reviewing vendor background information.
- Supervising and/or managing staff.

Qualifications:

- Bachelor's degree or advance degree preferred
- Collections, criminal or background investigation experience preferred but not required
- Understanding of the various legal and regulatory issues that can affect an organization
- Excellent business development skills and strong connection to the legal community
- Ability to manage multiple tasks, prioritize changing workloads

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.