



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Investigator (Employee Discipline) – Level II	TITLE CODE # 06688
OFFICE TITLE Drug Testing Technician	SALARY \$44,612 - Minimum salary for full-time employees with less than 2 years of City service \$51,304 - Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT Legal Affairs / Drug Testing Unit	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

Under the supervision of the Director of the Testing Unit, the Drug Testing Technician will conduct drug and alcohol screens of certain Fire Department employees assigned to various Fire Department facilities throughout the five boroughs. Review records and prepare case files and reports. Perform data analysis, retrieve and impute information utilizing computer application. Testify at hearings and court proceedings. Work in close coordination with the Fire Department’s Bureau of Investigations and Trials. Will be required to learn and understand Drug & Alcohol collecting testing procedures under Fire Department guidelines. May perform administrative and/or supervisory tasks as assigned by the Director.

NIGHT AND WEEKEND SHIFTS ARE REQUIRED.

QUALIFICATION REQUIREMENTS:

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science, inspection, investigation, law enforcement, personnel administration, police science, and security, or in a major operational area of the agency in which the appointment is to be made; or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to “1” or “2” above.

PREFERRED SKILLS:

Ability to handle highly confidential and sensitive information. Work well in a team setting. Excellent interpersonal, communication and organizational skills. A candidate will be required to poses and maintain Motor Vehicle Driver’s License valid in the State of New York for the duration of the employment.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO APPLY: CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICES (ESS).

PLEASE REFER TO JOB ID # 175537

No phone calls please.

Please be advised that only those candidates considered for an interview will be contacted.

DATED: November 28, 2014

***POST UNTIL*:** December 12, 2014

The Fire Department is an Equal Opportunity Employer