



Investigations Intern

ABOUT US

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

JOB SUMMARY

The Investigations Division works to root out waste, fraud and abuse by City employees, officials, citizens, and businesses entities in or working with City of Philadelphia government. The Investigations Intern will support the work of the division by conducting research, performing administrative tasks and other duties as needed and on a case-by-case basis.

DUTIES AND RESPONSIBILITIES

- Review documents and financials of various recipients of City funding
- Research history, procedures and employees of various agencies and companies
- Create detailed charts and graphics
- Write detailed memos conveying the significance of key findings
- Other responsibilities as assigned

QUALIFICATIONS

Education: Current undergraduate or graduate student studying criminal justice, accounting, social sciences, or a related field, first year law student or recent graduate

Competencies: Strong oral and written communications skills
Ability to conduct thorough research and analyze findings
Excellent organizational skills
Ability to work independently and as a part of tight-knit team.

Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
Ability to exercise discretion and maintain confidentiality
Familiarity with Philadelphia and an interest in government is a plus

ADDITIONAL INFORMATION

- Time commitment: up to 35 hours a week
- Pay rate: \$15 an hour (college credit is also available upon request)
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102)
- Internships are not eligible for employee benefits

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.

HOW TO APPLY

Please send resume, cover letter and writing sample (no more than two pages) to Terri.Domsky@Phila.Gov by April 10, 2020.