

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Supervising Special Officer	Level: 1
Title Code No: 70817	Salary: \$44,672.00-\$50,479.00 Frequency: ANNUAL
Office Title: Sergeant	Work location: 78 Catherine St MANHATTAN, NY 10038
Division/Work Unit: Security/Family/Catherine St. LIFE	Number of Positions: 4
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3053 POSITION#: 4246

Job Description

The NYC Department of Homeless Services (DHS) seeks 4 Supervising Special Officers Level 1 to serve as Sergeant. The Supervising Special Officer I's will supervise and coordinate the activities of subordinate staff, and maintain overall discipline and efficiency of his/her unit. They will assign post, conduct inspections of patrol staff, security post and equipment, and maintain the location log book, make regular post inspections, and advise agency managers on security matters. They will confer with and instruct Special Officers on duties and responsibilities, ensure that they comply with existing safety and security procedures, prepare work schedules, and evaluate the performance of subordinate staff. The Supervising Special Officer I's will supervise the preparations and maintenance of records and reports, assist subordinates in the handling of serious or unusual incidents, and maintain liaison with operations staff and appropriate law enforcement agencies.

DHS has a substantial interest in ensuring that applicants and Senior Special Officers are of high integrity and are in compliance with our zero tolerance drug policy. As such, any candidate that tests positive during the pre-qualifying drug screening is ineligible for appointment as a DHS Supervising Special Officer I. After appointment any Supervising Special Officer that is found to be in violation of zero tolerance drug policy will, in all cases, will be subject to termination.(4246,4247,4248,4249)

Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization and one year of fulltime satisfactory experience in the field of law enforcement, protection or security.

Individuals serving in this title are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, all candidates must be qualified to serve as Peace Officers. Incumbents must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Once obtained, this certification must be maintained for the duration of employment.

For Assignment To Assignment Level II:

- A. One year of experience as a Supervising Special Officer-Assignment Level I; or
- B. In addition to meeting the minimum qualification requirements for Assignment Level I above, one year of experience in the field of law enforcement, protection or security in a supervisory capacity.

For Assignment to Assignment Level III:

- A. Two years of experience as a Supervising Special Officer; or
- B. In addition to meeting the minimum qualification requirements for Assignment Level I above, two additional years of full-time experience in the field of law enforcement, protection or security, at least one year of which must have been in a supervisory or administrative capacity.

Residency Requirement

New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 4/27/2016

Post Until: 5/11/2016

JVN: 071-2016-239699

The City of New York is an Equal Opportunity Employer.