

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

Civil Service Title: Supervising Special Officer	Level: 3
Title Code No: 70817	Salary: \$59,093.00-\$71,568.00 Frequency: ANNUAL
Office Title: Captain	Work location: Various
Division/Work Unit: Security/Shelter Security Management	Number of Positions: 1
Hours/Shift: TBD	Agency Tracking #: 3054 POSITION#: 4230

Job Description

The NYC Department of Homeless Services (DH) seeks a Supervising Special Officer Level III to be responsible for the administration and enforcement of the Security Program, which involves the supervision and coordination of security staff within the designed assigned area. The incumbent will conduct inspections of patrol staff, field locations, and equipment, utilizing appropriate administrative procedure. S/he will direct administrative investigation of intra-agency issues, and recommend necessary corrective action as applicable. S/he will also evaluate performance and direct the training of subordinates. Additionally, the incumbent will: advise Agency Management on security matters, and assist with agency policies and directives. S/he will advise location Supervising Special Officers and staff on security matters, and may act as Hearing Officer on minor violations of rules and regulations. The selected candidate must be willing to accept any of the vacant location/shifts available.

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: 4/27/1201

Post Until: 5/11/2016

JVN: 071-2016-239705

The City of New York is an Equal Opportunity Employer.