

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

<b>Civil Service Title:</b> Supervising Special Officer	<b>Level:</b> 2
<b>Title Code No:</b> 70817	<b>Salary:</b> \$51,340.00-\$58,014.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Lieutenant	<b>Work location:</b> Various
<b>Division/Work Unit:</b> Security/Shelter Security Management	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> TBD	<b>Agency Tracking #:</b> 3055 <b>POSITION#:</b> 4229

**Job Description**

The NYC Department of Homeless Services seeks a Supervising Special Officer II to serve as Lieutenant. The selected candidate will supervise and coordinate the activities of subordinate staff and maintain overall discipline and efficiency in her/his command; assign shifts/days off, conduct inspections of patrol staff, security posts and equipment, maintain administrative functions. S/he will further make regular post inspections and advice agency managers on security matters; confer with and instruct Supervising Special Officer I on duty and responsibilities, ensuring that they comply with existing safety and security procedures, prepare post assignment, and evaluate the performance of subordinate staff. The selected candidates will supervise the preparation 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.

**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.

<b>Post Date:</b> 4/27 /2016	<b>Post Until:</b> 5/11/2016	<b>JVN:</b> 071-2016-239709

**The City of New York is an Equal Opportunity Employer.**