

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/\$66,775-\$71,568.00 Frequency: ANNUAL
Office Title: Captain	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Security//Shelter Security Management	Number of Positions: 1
Hours/Shift: TBD	Agency Tracking #: 3239 POSITION#: 1785

Job Description

The NYC Department of Homeless Services (DHS) seeks a Supervising Special Officer III to serve as a Captain within the Security Division. S/he will be responsible for the administration and enforcement of the Security Program, which involves the supervision and coordination of Security staff within the designated area. The incumbent will conduct inspections of patrol staff, field locations, and equipment, utilizing appropriate administrative procedures. S/he will direct administrative investigations of intra-agency issues, and recommend necessary corrective Actions applicable. S/he 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 locations 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

NOTE: DHS has a substantial interest in assuring that all applications, as well as Supervising Special Officers III of all ranks, are of high integrity and in compliance with the DHS Zero Tolerance Policy (ZTDP). As such, any candidate that tests positive during the pre-qualifying drug screening will be deemed ineligible for appointment as a DHS Supervising Special Officer III.

Additionally, after appointment, any Supervising Special Officer III that is found to be in violation of Zero Tolerance Drug Policy will in all cases be subject to immediate termination.

PERMANENT INCUMBENTS ONLY

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: 10/20/2016

Post Until: 11/3/2016

JVN: 071-2017-268323

The City of New York is an Equal Opportunity Employer.