

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Correctional Standards Review Specialist	Level: 2
Title Code No: 52615	Salary: \$55,403 - \$79,102 Frequency: ANNUAL
Business Title: Correctional Standards Review Specialist	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Legal/General Counsel	Number of Positions: 1
Job ID: 257271	Hours/Shift: Day Tour
<p>The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States, providing for the care, custody, and control of individuals accused of crimes or convicted and sentenced to one-year or less of jail time. The "DOC" operates 12 inmate facilities, nine of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.</p> <p>The New York City Department of Correction has a unique career opportunity for a Correctional Standards Review Specialist in the Legal Division, including within the Nunez Compliance Unit (NCU). Under the leadership of the Deputy Commissioner for Legal Matters, the Correctional Standards Review Specialist will be tasked with supporting the Nunez Compliance Unit to implement the terms of the federal consent decree in <u>Nunez, et al. v. City of New York, et. al.</u>, 11 Civ. 5845 (S.D.N.Y.). The ideal candidate is a highly-organized and detail oriented individual with the ability to be proactive, resourceful, flexible, and to function in a fast paced environment. The selected candidate will provide technical assistance to NCU staff and the Department in achieving compliance with the terms of the <u>Nunez</u> consent decree, minimum standards, and other legal mandates. The incumbent will be tasked with developing tracking mechanisms for data and document collection, storage, and production. The candidate will conduct inquiries into institutional situations implicating the <u>Nunez</u> settlement terms, and develop proposals and recommendations to improve Departmental operations in order to achieve compliance. The successful candidate will interact with NCU lawyers, policy analysts, and uniformed staff to assist in all aspects of promulgation and implementation of new or modified Departmental or institutional policies and procedures. The candidate will also assist NCU staff in the preparation of memoranda, correspondence, studies, and reports.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of full-time paid experience in correction, social work, psychology, law, public administration or related field providing direct services to an inmate or detention population within a correctional or related facility; or 2. A high school diploma or evidence of having passed a high school equivalency examination and four years of full-time paid experience as described above; or 3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in a correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years on a year for year basis. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration which includes a field placement performing duties as described above may be substituted for up to one year of full-time paid experience as described above. However, all candidates must have at least one year of full-time paid experience as described in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Strong verbal and written communication skills, analytical, problem-solving, and presentation skills; • Ability to work independently and function as a member of a project team; • Strong knowledge of Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access); • Prior experience in a law enforcement or criminal justice organization is a plus. 	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 257271</p> <p>For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 257271</p> <p>Submission of a resume is not a guarantee that you will receive an interview.</p>	
Only candidates under consideration will be contacted	
Posting Date: 8/25/16	Post Until: 9/8/16

The City of New York and the Department of Correction are Equal Opportunity Employers