

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

Civil Service Title: Correctional Standards Review Specialist	Level: II
Title Code No: 52615	Salary: \$55,403.00 - \$63,000.00 - /\$79,102.00 Frequency: ANNUAL
Business Title: Correctional Standards Review Specialist	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Quality Assurance and Integrity Division	Number of Positions: 1
Job ID: 242863	Hours/Shift: Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons 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.

The DOC seeks to recruit a Correctional Standards Review Specialist. The selected candidate will work within a specific compliance unit, which is assigned to the Division of Quality Assurance. The Compliance Unit functions within a very dynamic work environment, requiring organizational skills, flexibility with various priorities and due dates, all requiring a detail oriented perspective. Under general supervision, the Correctional Standards Review Specialist II will be working within a small team, bridging the requirements of various legal mandates with DOC facility and unit personnel. The selected candidate will identify required elements of the court settlements and create systems that would illustrate proof of practice results. These systems would include identifying what materials are required to be collected, methods to collect the materials, and processes to demonstrate the outcomes of the collected materials. Once analyzed, provide methods to demonstrate levels of compliance, and create systems to assist DOC facilities and units to successfully adhere to described requirements. Other duties as assigned.

Qualification Requirements

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

- 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.
- Outstanding verbal and written skills, analytical expertise, and the confidence to discuss topics with uniform staff, non-uniform staff, and executive management.

Residency Requirements

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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 242863
For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 242863
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 6/9/16	Post Until: 6/23/16
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The New York City Department of Correction and The City of New York are Equal Opportunity Employers