

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB VACANCY NOTICE**

Civil Service Title: Institutional Aide	Level: N/A
Title Code No: 81803	Salary: \$32,221 - \$37,054 Frequency: ANNUAL
Business Title: Institutional Aide	Work location: 16-16 Hazen Street (Riker's Island), East Elmhurst, New York 11370
Division/Work Unit: North Infirmiry Command/West Facility	Number of Positions: 4
Job ID: 264511	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care and custody of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough. During Fiscal Year 2015, the Department handled over 67,000 admissions and managed an average daily inmate population of approximately 10,240 individuals.

The DOC seeks to recruit Institutional Aides in the environmental sanitation of DOC facilities. The selected candidate will be responsible for the following:

- Responsible for disposal of garbage and sanitation, and break down of corrugated cartons;
- Sweeping, and mopping assigned areas as well as the cleaning of equipment;
- Helps unload, store and issue supplies as needed;
- Follows prescribed procedures when using chemical agents;
- Packages and labels bio-hazardous waste materials;
- Performing duties as assigned.

Qualification Requirements

1. Ability to read and write English and to understand and carry out simple instructions.

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#** 264511

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for **Job ID#** 264511

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 9/21/16

Post Until: 10/6/16

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