

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF CORRECTION

Human Resources Division
75-20 Astoria Boulevard, Suite 320
East Elmhurst, NY 11370

Contact: Susan Howard
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AGENCY DESCRIPTION

The Department of Correction, provides custody for males and females inmates, 16 years and older, who after arraignment on criminal charges are unable to post bail or are remanded without bail, pending trial. The department also incarcerates individuals sentenced in the city to terms of up to one year, parole violators awaiting revocation hearings as well as others charged with civil crimes.

UNIT DESCRIPTION

Under the executive direction of the Assistant Commissioner for Financial Management and Budget, the Budget Unit is responsible for developing, planning, monitoring, and evaluating all facets of the department's expense budget and revenue budget. The unit maintains the department's budget reconciliations as well as participates in the quarterly financial plan development as directed by the Mayor's Office of Management and Budget (OMB). The unit reviews and costs out the department's planned hires as well as maintains the integrity of the Civilian Table of Organization.

POSITION TITLE

Budget Unit Intern

INTERNSHIP RESPONSIBILITIES

The intern selected should have excellent writing and organizational skills as he/she will be required to prepare a budget procedure manual for the Budget Unit. The manual will cover all facets under the budget unit's purview. The intern will meet with each analyst to go over the unit's procedures in order to prepare the manual. Other duties may include photocopying, scanning and filing.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The intern selected must be currently enrolled in a graduate/undergraduate degree program in an accredited college or university. Enrollment verification is required prior to the commencement of employment.

APPLICATION PROCESS

To apply: Résumé must be received by 05/30/2014. Email cover letter and résumé in Microsoft Word or pdf format (indicating position title) to: susan.howard@doc.nyc.gov or mail cover letter and résumé (indicating position title) to:

Susan Howard, Program Coordinator
Human Resources Division
NYC Department of Correction
75-20 Astoria Blvd, Suite 320
East Elmhurst, NY 11370

SALARY RANGE

\$10.22 per hour

ADDITIONAL INFORMATION / COMMENTS

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

Note: Only those candidates under consideration will be contacted.