

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF CORRECTION

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

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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

The Investigation Division is an investigative unit within the Department of Correction. The Investigation Division (ID) remains at the forefront of this Agency's continued commitment to integrity and accountability. The unit has been given a broad range of responsibility in monitoring the activities of the Agency's personnel and investigating incidents throughout the Department.

POSITION TITLE

Investigation Division Intern (3)

INTERNSHIP RESPONSIBILITIES

The interns will be assigned to our satellite location on Rikers Island and/or HQ-Investigation Division. The interns will assist with updating the Divisions' "Intra-stat" and "Cappi" (Case) databases. Review and evaluation of "Access" databases will also be required. This task will require the intern to research closed case folders, and enable the entry of closing remarks and dispositions into the aforementioned databases. This task shall also require their assistance in decompiling of an "Access" formula enabling, overdue notices to be generated automatically on a daily basis. The interns will assist in handling confidential and time sensitive documents; retrieve and move files; perform data entry and work on special projects as needed. Other related functions may include administrative task (i.e. filing, copying, faxing/scanning and answering telephones).

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