



**Department of
Juvenile Justice**

**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**

JVN# 130-09-0009

Civil Service Title:	Administrative Manager, M-1
Title Code:	10025
Office Title:	Director of Movement Control and Communications Unit
Salary	
Non-City Hiring Rate:	\$45,758
City Incumbent Rate:	\$49,346-\$125,923
Unit/Location:	Headquarters Human Resources Department 110 William Street, 13 th Floor New York, NY 10038
No. of Position(s):	1

Job Description: The Candidate will report directly to the Deputy Commissioner for Operations and Detention. S/he will be responsible for managing the Movement Control and Communications Unit (MCCU), which includes, but is not limited to: 24-hour incident reporting and reviewing 24-hour reports for proper coding and ensuring accuracy, responsible for maintaining the Agency’s census, monitoring the arrest and hold process of residents, overseeing the movement and control of juveniles to the appropriate intake facility, monitoring the input and residents in the hospital, distribution of Special Orders, Orders To Produce, clinic appointments and interviews, ensuring residents are transported to State Office of Children and Family Services (OCFS) in a timely manner, implementing and providing support to the Release to Parent process as specified, provide support to the release to parent process. Candidate should be familiar with remand status and the open appropriate screening process. Candidate will also ensure resident movement is performed in accordance with residents remand status, maintaining standards and operating procedures regarding intake and classification placement. In addition, candidate will be in compliance with court orders, interact regularly with Operations staff, act as a liaison to court administrations, Office of Children and Family Services (OCFS), regulatory agencies and other law enforcement officials as necessary and regularly monitor and evaluate the overall performance of unit staff. Will be on call 24-hours a day.

Qualification Requirement(s):

1. A baccalaureate degree from an accredited college and four years of full time satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work or more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to “1”, “2” or “3” above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in “1”, “2” or “3” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in “1”, “2” or “3” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

Preferred Qualifications:

- ▶ Must have excellent communication skills, writing abilities, and analytic skills.
- ▶ Knowledge/experience with juvenile justice and or criminal justice operations.

Anyone interested in applying for this position must submit a cover letter and two copies of resume including Job Vacancy Number to:

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street – 14th Floor
New York, NY 10038**

The New York City Department of Juvenile Justice is an equal opportunity employer.

NYC Residency is required within 90 days of appointment.

Posting Date: 10/28/08	Posting Expires: Until Filled	JVN #130-09-0009
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