



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



Re-Post
JVN# 130-08-0035

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| Civil Service Title: | Juvenile Counselor |
| Title Code: | 52295 |
| Office Title: | Juvenile Counselor |
| Unit/Location: | MCCU/Central Office |
| Shift Hours: | TBD |
| No. of Position(s): | 1 |

Job Description: Under the supervision of the Director of the Movement Control and Communications Unit (MCCU) the position is responsible for maintaining the accurate census of all of the Departments secure and non-secure detention facilities. Responsible for accurate categorizing and data entry of all incidents in the 24-hour data base; conduct follow-up of incidents as needed; review, verify and coordinate daily transfers to, from and between secure and non-secure facilities; record all resident movement in Transfer Log according to established policy; screen NSD open remands and coordinate the transport of eligible residents to NSD; maintain accurate tracking of open remands; update and maintain the 45 day database; track Interstate Compact juveniles and schedule transport with the Office of Children and Family Services (OCFS); ensures distribution of the census in a timely manner; data entry of special orders, mental health appointments, Probation interviews, orders to produce and subpoenas. In addition, the position is a liaison with outside agencies.

Qualification(s):

- ▶ Must be a Juvenile Counselor.

Special Qualification(s):

- ▶ Knowledge of admissions process and procedures.
- ▶ Excellent writing, comprehension and analytic skills.
- ▶ Established excellent time and leave.
- ▶ Knowledge of the CJIS database.

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

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street– 20th Floor
New York, NY 10038**

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

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| Posting Date: 12/24/07 | Posting Expires: 1/14/08 | JVN # 130-08-0035 |
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