



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE**



**JVN# 130-08-0062C**

<b>Civil Service Title:</b>	Special Officer
<b>Office Title:</b>	Special Officer
<b>Title Code:</b>	70810
<b>Salary</b>	
<b>Non-City Hiring Rate:</b>	\$27,977
<b>City Incumbent Rate:</b>	\$31,614
<b>Unit/Location:</b>	Various
<b>Shift Hours:</b>	1) 9AM-5PM 2) 5PM-1AM 3) 1AM-9AM
<b>No. of Positions:</b>	<b>TBD</b>

**Job Description:** Under general supervision, the selected candidates will perform Special Officer work of ordinary difficulty and responsibility relating to physical security, safety, loss prevention and maintenance of order. Tasks will include: patrolling designated areas of public buildings and surrounding areas to maintain order, preserve the peace, and safeguard facility against fire, vandalism and theft. They will provide routine information to visitors and clients and will direct them accordingly. The selected candidates will remove and reprimand loiterers and disorderly persons from premises. In addition, they will arrest and issue summons to law violators, escort persons in custody to police precinct and have arrest recorded on police blotter, and will testify in court on arrests. The candidates will investigate and prepare written reports on all unusual occurrences and will aide the sick/ injured persons, and will call ambulance when warranted. Candidates may need to engage in physical or mechanical restraint techniques of residents when necessary. Also the candidates will record daily action in memo book and maintain records of persons entering or leaving buildings outside regular hours of employment. Occasionally they will make the rounds of designated area, punch a watchman's clock and will perform related work. Candidates appointed to this position may be required to work rotating tours or shifts, including nights, Saturdays, Sundays and holidays.

**Qualification Requirement(s):**

- ▶ A four-year high school diploma or its educational equivalent.

In addition, candidates must meet certain requirements specified in New York State Public Officers Law, Section 3:1,

- ▶ Candidates must have reached their 20<sup>th</sup> birthday by the date of appointment;
- ▶ Candidates must be United States citizens and residents of the City of New York at the time of appointment;
- ▶ Candidates must be of good character.

The following are among the factors which may be cause for disqualification's: (a) conviction of an offense, the nature of which indicates lack of good moral character, or disposition toward violence or disorder or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior of inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces. Appointees must maintain Peace Officer status in order to retain the position of Special Officer

**NOTE-** Section 424-a of the N.Y.S. Social Service Law requires an authorized agency to inquire whether a candidate for employment with child care responsibilities is or has been the subject of an indicated child abuse or maltreatment report on file with the statewide central register of child abuse and maltreatment.

**Special Note** – Medical and psychological guidelines have been established for the position of Special Officer. You will be examined to determine whether you can perform the essential functions of the position of Special Officer.

**\*\* NYC Residency must be established within 90 days of appointment.\*\***

**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 – 14<sup>th</sup> Floor  
New York, NY 10038**

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

**\*\*\* Responses must be received by the Recruitment Division  
by close of business on the date the posting expires\*\*\***

<b>Posting Date: 6/27/08</b>	<b>Posting Expires: 7/18/08</b>	<b>JVN #130-08-0062C</b>
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