

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

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| Civil Service Title: Locksmith | Level: None |
| Title Code No: 90723 | Salary: \$198.32 Frequency: DAILY |
| Business Title: Locksmith | Work Location: 16-16 Hazen Street, (Rikers Island) East Elmhurst, New York 11370 |
| Division/Work Unit: FMRD | Number of Positions: 1 |
| Job ID: 229951 | Hours/Shift: Day Tour |

Job Description

Under supervision, the locksmith will perform work relating to installation, maintenance and repair of locks and locking devices; remove, replace, maintain, repair and adjust all types of locks and locking devices; including panel locks, vertical rod locking devices, cell block and prison cell locks, locker and cabinet locks, and safe and other combination locks; install locks and locking devices on wood and metal doors, kalamein doors, classroom doors, steel file cabinets and lockers, and on cell doors, gates, corridors, enclosures, etc., in prisons and detention areas; repair lock stile in wood, metal and kalamein doors, and makes necessary repairs to jambs and hanging stiles to reinforce hinges for proper operation of doors and locks; open, repair and drill safes and change combinations; makes keys with or without duplicate and key change numbers; pick locks open and change keys, if required; sets up and changes key combinations; changes cylinders; makes keys to fit grand master, group master and floor master combinations; instruct designated personnel in the operation of the key control system; keep inventory records and prepares materials requisitions; keep job and other records and perform related duties as required.

Minimum Qualification Requirements

1. Five years of full-time satisfactory experience as a locksmith acquired within the last ten years; or
2. Three years of such experience plus sufficient related and approved educational training or full-time satisfactory experience as a locksmith apprentice or trainee to make a total of five years of experience. Six months of acceptable experience will be credited for each year of related and approved educational training or full-time experience as a locksmith apprentice or trainee; or
3. Education and/or experience which is equivalent of "1" or "2" above. However, all candidates must have at least three years of experience as described in "1" above.

License Requirements

At the time of appointment, candidates must possess a valid New York City Locksmith License. This license must be maintained for the duration of employment.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID#229951.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#229951

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

Only those candidates under consideration will be contacted.

Posting Date: 01/29/2016

Post Until: 02/12/2016

The City of New York and the Department of Correction are Equal Opportunity Employers.