

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

Civil Service Title: Principal Administrative Associate	Level: III
Title Code No: 10124	Salary: \$49,488/\$56,911-\$75,630 Frequency: ANNUAL
Business Title: Principal Administrative Associate III	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Office of Excellence/Investigation Division	Number of Positions: 1
Job ID: 151791	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States. It provides for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The Department of Correction operates 14 inmate jail facilities including ten that are on Rikers Island, the court pens in the five boroughs, and two prison hospital wards, handles approximately 100,000 admissions each year, manages an average daily population of approximately 12,000 inmates, and employs more than 10,000 uniformed and civilian staff.

The Investigation Division (ID) is integral to the Department of Correction's efforts to ensure the integrity, professionalism, and accountability of its staff. The Investigation Division is responsible for investigating acts of misconduct, both on and off-duty, allegedly committed by uniformed and civilian staff, involving excessive use of force, undue familiarity with inmates, firearms regulation violations, erroneous discharges, escapes, improper outside employment, and any other conduct unbecoming a member of the Department of Correction, or of a nature that brings discredit upon the Department of Correction. In addition, the Investigation Division is charged with investigating allegations against both staff and inmates involving sexual assaults.

More than eighty staff members are assigned to the Investigation Division, whose investigative staff consists of both civilians and officers.

Under the supervision of executive and managerial staff, with latitude for independent initiative and judgment, the candidate recruited will be responsible for delegating, overseeing and directing other administrative staff members in their performance of tasks including but not limited to the following: maintaining, monitoring, inventorying and distributing supplies to staff; handling/tracking mail correspondence; liaising with other units (IT, Transport, Sanitation, building management), as necessary, to provide support and needed services (IT support, equipment repair, cleaning, water delivery) to ID staff; ensuring office equipment is in good, working condition and meeting rooms are clean, neat and available for use; coordinating scheduling of meeting room(s); coordinating the transition of new staff, including providing introductory materials and supplies and ensuring electronic and other administrative requirements are met; preparing weekly investigator and ID duty schedules; obtaining, reviewing, and ensuring completeness of staff timesheets; preparing daily overtime reports; contacting vendors; preparing purchase orders; obtaining and saving facilities' weekly schedules; preparing referrals to facilities and outside agencies; entering and retrieving data from ID-related databases; and overseeing other clerical and other tasks, as requested by executive and managerial staff including the performance of the tasks indicated above.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Skills

Proficient in Microsoft Office, including Word and Excel.

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. Click on Recruiting Activities > Careers and search for Job ID#151791.

Attention: Shynelle Venzen

This position is only open to Department of Correction employees who are permanent in the title of Principal Administrative Associate.

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 06/10/2014

Post Until: 06/25/2014

The City of New York is an Equal Opportunity Employer