

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Senior Institutional Trades Instructor (Tailoring)	Level: 00
Title Code No: 60331	Salary: \$35,315-\$38,847-\$50,433 Frequency: ANNUAL
Business Title: Senior Institutional Trades Instructor (Tailoring)	Work location: 16-16 Hazen Street, East Elmhurst, NY 11370
Division/Work Unit: Correction Industries Division	Number of Positions: 2
Job ID: 185921	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction seeks to recruit Senior Institutional Trades (Tailoring) Instructors for the Correction Industries Division, Tailoring Services Unit. Under general supervision, the incumbents will supervise and direct instructors of tailoring; coordinate all operations of the tailor shop; including laying patterns, cutting cloth, manufacturing and assembling clothing into finished products; cut, distribute and receipt all raw materials; supervise and direct training of inmates in the various operations of the tailor shop; supervise the care, maintenance and repair of all power and hand operated equipment in the tailor shop and perform related work.</p>	
Qualification Requirements	
<ol style="list-style-type: none"> 1. Graduation from a trade, technical or vocational high school and two years of satisfactory, recent experience in tailoring; or 2. Graduation from an academic high school and four years of satisfactory, recent experience in tailoring or in the teaching of tailoring; or 3. A satisfactory equivalent. 	
Preferred Skills	
<p>Experience in tailoring and supervising staff. Ability to work as part of a team, strong communication and interpersonal communication skills.</p>	
Residency Requirements	
<p>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.</p>	
To Apply:	
<p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:185921.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 185921</p>	
<p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 03/04/2015	Post Until: 03/30/2015

The City of New York is an Equal Opportunity Employer