

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Administrative Manager	Level: NM
Title Code No: 1002C	Salary: \$60,000 - \$70,000 Frequency: ANNUAL
Business Title: Staffing Specialist	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Human Resources	Number of Positions: 4
Job ID: 217597	Hours/Shift: Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. The DOC Human Resources Department is seeking highly motivated Recruitment Specialists who are organized and dedicated. Under direct supervision, the selected candidate will perform the following duties to include, but not be limited to:

- Drafting postings of vacant positions throughout the agency and post internally, citywide and externally;
- Utilizing various advertising methods to attract qualified/diverse candidates including newspapers, journals, LinkedIn and other publications/recruitment sites;
- Culling through resumes of candidates and forward to hiring manager;
- Assisting the hiring manager in interviews, to include hiring pools;
- Coordinating civil service hiring pools, while ensuring that the agency is within the guidelines of civil service law;
- Establishing and maintain working relationship with hiring managers to understand recruitment needs;
- Conducting reference checks as well as prepare pre-employment documents;
- Recruit at job fairs, college career fairs, etc. in order to share information regarding available opportunities with the DOC;
- Performing other duties/special projects as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.

Preferred Skills

The selected candidates should possess the following: Demonstrated proficiency in MS Office Software (Excel, Word, Outlook) and general computer data entry systems; ability to gather sensitive information and maintain a high level of confidentiality; excellent writing, communication, analytical and problem-solving and organizational skills; demonstrated ability to manage time and complete tasks within specified deadlines; must be self-motivated. Familiarity with NYCAPS, CHRMS, PMS, PRISE.

Residency Requirements

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# 217597**

For all other applicants: Go to www.nyc.gov/careers/search and search for **Job ID# 217597**

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

Only candidates under consider will be contacted.

Post Date: October 5, 2015	Post Until: October 19, 2015
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The City of New York and the Department of Correction are Equal Opportunity Employers