

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

<b>Civil Service Title:</b> Administrative Manager (NM)	<b>Level:</b> NM
<b>Title Code No:</b> 10025	<b>Salary:</b> \$58,307-\$69,211 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Video Teleconferencing Coordinator	<b>Work Location:</b> Hazen Street (Rikers Island), East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Criminal Justice Bureau	<b>Number of Positions:</b> 1
<b>Job ID:</b> 224594	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction seeks to recruit a candidate to serve as the Video Teleconferencing Coordinator for the Criminal Justice Bureau. The Criminal Justice Bureau's Executive Director's Office is responsible for the oversight of the DOC Video Teleconferencing (VTC) Program. Video teleconferencing is a joint venture between the office of Court Administration (OCA) and the DOC. The VTC program allows inmates to remain in their facilities where they utilize an interactive TV process to satisfy court productions, attorney client interviews, drug treatment program interviews, probation interviews and other miscellaneous court-related appointments instead of personally appearing in the City's courts (Supreme, Criminal Civil, Housing and Family).

The successful candidate will be responsible for the VTC program daily operations and maintaining the statistical data for the program. The incumbent will also serve as the liaison between the Office of Court Administration, the borough courts, MIS and each VTC facility. Typical duties of this position include but is not limited to:

- Charting the number of inmates to be produced the next day to ensure there are no scheduling conflicts;
- Ensuring that the daily number of productions for a particular jail does not exceed the number of booths and time slots;
- Coordinating with each VTC unit to ensure that their count for VTC is accurate;
- Ensuring that throughout the day, all inmates are produced promptly and are seen for their scheduled court appointments;
- Ensuring that inmates arriving at the VTC unit are logged into the system and placed in a video booth, where they are seen by the Judge presiding over their case, lawyer or probation interviewer;
- Inputting daily statistical data into an Excel spreadsheet and extrapolating other records and statistics that evidence the utilization of the program;
- Providing troubleshooting services and on-site technical assistance;
- Performing related duties as assigned.

**Minimum 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 3½ years.

**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.

**Preferred Skills**

Strong organizational, analytical, problem-solving, written and oral communication skills;  
Microsoft Office (Word, Excel, Outlook) proficiency;  
Working knowledge of data analysis, data entry, and spreadsheets;  
Ability to maintain a high level of confidentiality and work with staff at all levels.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for **Job ID# 224594**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for **Job ID# 224594**

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

Only those candidates under consideration will be contacted.

<b>Posting Date:</b> 12/02/15	<b>Post Until:</b> 12/15/15
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**The City of New York and the New York City Department of Correction are Equal Opportunity Employers**