



OFFICE OF THE DISTRICT ATTORNEY

Bronx County

Darcel D. Clark – District Attorney

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Supervising Rackets Investigator

LEVEL: N/A

FUNCTIONAL TITLE: Director of Security

TITLE CODE NO: 05323

HIRING RATE: TBD

BUREAU/WORK UNIT: Detective Investigators

SHIFT: Varies

WORK LOCATION: 198 E 161st Street

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Director of Security is a member of the Detective Investigators Bureau responsible for the overall physical security of the Bronx County District Attorney's Office, he/she will, on occasion, supervise and coordinate work of employees engaged in rackets investigations and perform related work. The Director of Security is accountable to the Chief Detective Investigator.

ESSENTIAL FUNCTIONS:

1. Supervise work of investigators and detectives in conducting investigations
2. Control, coordinate and participate in varied and complex rackets investigations
3. Correlate information gathered by investigators and evaluate it with prosecutors
4. Perform highly confidential investigations of a most difficult nature
5. Train subordinates in specialized technical procedures and methods
6. Prepare reports and maintain necessary records on activities

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

- Utilize security force subordinates to provide appropriate access to all office spaces and provide for the protection of employees and visitors, buildings and property
- Hire, train, and supervise security force of Special Officers and Information Officers
- Monitor officer's performance, appearance, and attendance
- Administrative functions include approving timecards, overtime, evaluations and recommending disciplinary action and/or employee recognition where appropriate
- All other duties as assigned

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree preferred or a High School diploma or its equivalent and four years of full-time paid experience in police enforcement or investigative work, two years of which must have been in rackets or police investigative work
2. Education and/or experience which is equivalent to "1". However, all candidates are required to have two years of full-time paid experience in rackets or police investigative work
3. Current or renewable New York State Municipal Police Training Certificate
4. A valid New York State driver's license and a minimum of two (2) years of driving experience is required and must be maintained for the duration of employment

PREFERRED SKILLS AND EXPERIENCE:

- A bachelor's degree or higher is preferred (Security and/or Criminal Justice majors are a plus)
- Prior security experience involving access control, security cameras (DVRs), X-ray, and security post orders creation and implementation highly desired (supervisory levels are a plus)
- Prior police supervisory experience preferred, including scheduling and personnel time management
- Proficiency in computer applications, especially Microsoft Office
- Ability and/or experience in analytical examination of data and the presentation of such data to supervisors is desired
- Self-starter
- Ability to lead in a total team environment encompassing both Security Officers and Information Officers
- Highly adaptable with an enthusiasm for learning new responsibilities
- Punctual

To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:

Abigayle Erickson

Human Resources Unit

Office of the Bronx District Attorney

198 E 161st Street, 4th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.

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

POST DATE: 03/18/2016

POST UNTIL: Filled

JVN: 902-16-1235

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***