

Supervising Rackets Investigator

Summary

Title:	Supervising Rackets Investigator
ID:	902-16-1235
Department:	Detective Investigator's Bureau
Job Category:	Director of Security
Campaign Start Date:	03/18/2016
Salary Range:	TBD
# of openings:	1

Description

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:

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

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

12. **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**
13. 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
14. Current or renewable New York State Municipal Police Training Certificate
15. 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
16. A bachelor's degree or higher is preferred (Security and/or Criminal Justice majors are a plus)
17. 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)

18. Prior police supervisory experience preferred, including scheduling and personnel time management
19. Proficiency in computer applications, especially Microsoft Office
20. Ability and/or experience in analytical examination of data and the presentation of such data to supervisors is desired
21. Ability to lead in a total team environment encompassing both Security Officers and Information Officers
22. Highly adaptable with an enthusiasm for learning new responsibilities
23. Punctual

You must visit the BXDA Office website (www.bronxda.nyc.gov) and click on Career Opportunities.

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