



HURWITZ STRATEGIC STAFFING, LTD.

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PROMOTING THE HIRING OF VETERANS OF THE U.S. ARMED FORCES AND MERCHANT MARINE

Sergeant, Public Safety Department - Queens, New York

My client, a 120-acre full-service residential community, including two shopping malls, seeks to hire a Sergeant for their Public Safety Department who will report to the Department Chief. The selected candidate will support and champion the safety and peace of mind of community residents, employees and visitors.

Position summary: The Sergeant exercises supervision over the Public Safety Officers in the daily operations of the department. Assumes responsibility of all operations and services in the absence of the Lieutenant or the Chief.

Essential functions and responsibilities:

- Supervises and evaluates the performance of the Public safety Officers.
- Reviews reports in a timely manner and assures accuracy and completeness.
- Monitors scheduling to assure efficient and effective use of Personnel.
- Investigates complaints concerning the conduct and performance of Public Safety Officers.
- Investigates incidents that occur and process reports, obtain information, statements and/or evidence.
- Assures continuous and accurate communication between Public safety Administration and the Public safety officers.
- Assigns Public Safety Officers to designated posts.
- Tours the residences and grounds on foot or by patrol vehicle to make security inspections.
- Other duties as assigned.

Qualifications required:

- High School Diploma/ Associate or Bachelor Degree preferred.
- Minimum 3 years law enforcement experience
- Minimum 2 years supervisory experience
- Valid New York State Security and Driver License

Qualifications desired:

- Excellent interpersonal and communication skills
- Time management - the ability to organize and manage multiple priorities

Compensation:

Starting salary of \$47,500 (not including overtime), plus benefits (pension, health, vacation, personal and sick days).

To apply please submit your resume as a Word Document to bh@hsstaffing.com.