

PLEASE POST

**NYC OFF-TRACK BETTING CORPORATION
JOB OPPORTUNITY NOTICE #01-09**

February 19, 2009

NOTICE OF VACANCY FOR SECURITY COORDINATOR (OTB)

This position is open to candidates who meet the minimum qualification requirements.

SALARY & VACANCIES: The salary for this position is \$28,475. There is ONE open position in this title in the **Security Operations Department**.

FILING PERIOD: February 19, 2009 through February 27, 2009

Interested persons who meet the minimum requirements cited below must complete and file an application. Application For Employment forms are available at all **OTB** branch offices. Applications are also available on the 8th floor. Completed applications should be forwarded to:

**Human Resources Department
1501 Broadway, Room 1122
New York, New York 10036
ATTN: Kathleen Rehm**

MINIMUM REQUIREMENTS:

1. A High School Diploma or its GED equivalent and two (2) years of satisfactory full time paid clerical or security experience; or
2. Satisfactory equivalent combination of education and experience.
3. **Must** have completed the Security Guard Act of 1992 (8 hour Security Training Course). A copy of certificate must be attached to application.

EXAMPLES OF TYPICAL TASKS & RESPONSIBILITIES:

Under supervision with some latitude for independent action or decision, performs the following: protects and guards the Corporate Headquarters as well as other OTB facilities from loss/damage due to theft, fire, vandalism, or any other acts upon the facility, by patrolling an assigned area, monitors and checks security systems including the Corporate radio and paging system, burglar and/or fire alarm systems, TV and/or computer monitors, teletype equipment and any other security system installed by the Corporation. Acts as information clerk by giving information to callers and employees by phone or in person concerning the Corporation, its functions, activities, policies and procedures. In emergencies may give OTB personnel interpretations of directives and policies.

Will coordinate and provide clearance information for the various activities such as armored car carriers and pick up of bank deposits. Prepares written reports as required.

This is an around-the clock responsibility, performed seven (7) days a week and will be covered by various shifts (e.g.)

midnight to 8a.m.

8a.m. - 4p.m. or 4p.m. to midnight (may include weekends),

(Sunday hours, where applicable, would be part of the employees regularly scheduled workweek).

Security Coordinators will be issued uniforms and will be required to wear it while on duty. They will be responsible for maintaining them in a neat and clean manner.

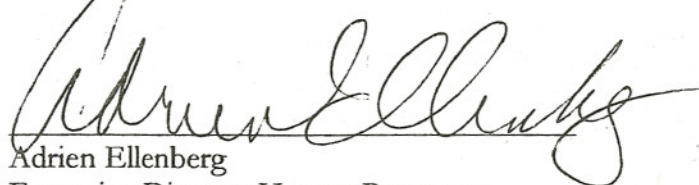
NOTE:

- There will be no written test. Candidates will be selected on the basis of TRAINING & EXPERIENCE as shown on their application.
- There is a One (1) year probationary period for this title.
- Eligibility is judged from Application for Employment only. Therefore, application must be filled out in full, including titles and dates of all OTB service. Attach resume.
- Work schedules & overtime will be determined by the needs of the Department. There will be a rotation shift schedule. **This is not a 9 to 5 job.**
- Must have an 8-hour Security Certificate.

Selected candidate must undergo a new criminal background check.

Misrepresentation or falsification listed on the application will be justification for disqualification and may be grounds for disciplinary action.

Approved by:



Adrien Ellenberg
Executive Director Human Resources