

# HOT JOBS

## NYS DOCCS Woodbourne Correctional Facility – Woodbourne, NY

**Overview:** Woodbourne Correctional facility is seeking a **Service and Repair Mechanic - Electronics**.

Service & Repair Mechanics (Electronics) install, service, and repair electronic equipment. Positions in this class exist at State facilities where there is a large quantity of electronic equipment and where most repairs are made at the facility.

**Requirements:**

Four years of full-time experience in the installation, maintenance, and repair of electronic equipment.

Substitution: an associates degree in electronic technology

**Shift, Salary, Benefits:** This is a full time position working primarily Monday-Friday 8am-4pm. Salary is \$46,145 annually. Benefits include health insurance, dental insurance, paid vacation, sick leave, holidays, and 401k/Retirement.

**Overview:** The Woodbourne Correctional Facility is seeking a **Trades Generalist**.

The Trades Generalist performs a variety of skilled and semiskilled maintenance, repair, installation, and construction tasks in the mechanical, building, motor equipment, and electrical trades.

**Shift** is full time Mon-Fri in varied shifts offering 40hrs per week.

**Requirements:**

Four years of full-time experience in a trade under a skilled journey level worker which would provide training equivalent to that given in an apprenticeship program.

**Salary:** \$46146 to \$56324 yearly. Benefits include health insurance, dental insurance, paid vacation, paid sick leave, holidays, and 401k/Retirement.

**Overview:** The Woodbourne Correctional Facility is seeking a full time **Office Assistant 1**.

The Office Assistant will work in the business office and commissary, process inmate accounts, and assist in the commissary processing buys.

Applicant must be able to pass civil service exam and be reachable to maintain position. To guarantee position, must score 100 on the exam.

This is a full time position working Mon-Fri from 8a-4p.

**Salary** is \$33157 to \$41018 yearly. Benefits include Health insurance, dental insurance, paid vacation, paid sick leave, holidays, and 401k/Retirement.

**Overview:** The Woodbourne Correctional Facility is seeking a **full time Cook**.

The Cook prepares and cooks a variety of food and may supervise a small kitchen staff.

Must have three years' experience in large-scale cooking, one of which must have included regular supervision of subordinate employees.

This is a full time position working Tues-Sun in a varied shift.

**Salary** is \$43648 to \$53490 yearly. Benefits include Health insurance, dental insurance, paid vacation, paid sick leave, holidays, and 401k/Retirement.

**Overview:** Woodbourne Correctional Facilities is seeking a **Plant Utilities Assistant**.

The assistant must have 1 year of experience in the operation, maintenance, and repair of boilers, HVAC, and/or auxiliary plant utilities equipment in commercial, industrial, or institutional facilities.

This is a full time, regular position offering 40hours per week. Shift varies.

**Salary and Benefits:** This position pays \$39,022 to \$47,968 per year. Benefits include health insurance, dental insurance, paid vacation, paid sick leave, holidays, and 401k/retirement

**Apply:** Email Joanne Rascoe at [joanne.rascoe@doccs.ny.gov](mailto:joanne.rascoe@doccs.ny.gov)