



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1301

PROMOTIONAL OPPORTUNITY

POSITION TITLE: CITYWIDE SECURITY COORDINATOR **JG: 29**

LOCATION: DEPUTY CHIEF ADMINISTRATIVE JUDGE'S OFFICE - NYC COURTS

BASE SALARY: \$ 89,506 + LOCATION PAY \$ 3,697

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** One(1) year of service in the New York State Court Officer-Major II title; **or** An equivalent combination of education and experience.

Candidates must be legally eligible and qualified to carry firearms.

New York State residency is required for appointment.

Candidates must be citizens of the United States.

DISTINGUISHING FEATURES OF WORK:

Under general direction of the Deputy Chief Administrative Judge or designee, the Citywide Security Coordinator ensures compliance with policies and procedures as established by the Chief of the Department of Public Safety. The Citywide Security Coordinator is responsible for assisting in developing security procedures consistent with overall statewide policy, visiting court locations to audit court security practices and procedures, monitoring performance, investigating and resolving security problems and preparing reports. The Citywide Security Coordinator is a peace officer and may be authorized to carry firearms or be required to wear a uniform. The Citywide Security Coordinator also performs administrative and other related duties as required.

ASSIGNMENT: NEW YORK CITY - CITYWIDE

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

MARIA LOGUS
CHIEF OF STAFF
OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE - NYC COURTS
111 CENTRE STREET, ROOM 1128
NEW YORK, NY 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 8, 2013

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 22, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
