



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 6405

PROMOTIONAL OPPORTUNITY

POSITION TITLE: NEW YORK STATE SECURITY COORDINATOR **JG: 28**

POSITION LOCATIONS: 6th JUDICIAL DISTRICT

BASE SALARY: \$ 86,594

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: One (1) year of service in the New York State Court Officer-Captain 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 an Administrative Judge or Executive Assistant, a New York State Security Coordinator is the highest ranking security official in a Judicial District and is directly responsible for all security operations of the district. A NYS Security Coordinator is responsible for the implementation of statewide security policies and, with the concurrence of the Administrative Judge, formulation of security policy appropriate to the circumstances of the district to which the position is assigned. A NYS Security Coordinator directs a security force of subordinate officers and supervises Majors, Captains, Lieutenants and other security personnel. A NYS Security Coordinator is a peace officer, required to wear a uniform and may be authorized to carry a firearm and also performs administrative and other related duties.

ASSIGNMENT:

Under the direction of the Administrative Judge and the District Executive, the appointee to this position will be responsible for overseeing security operations in courts throughout the 6th Judicial District, which includes the counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, and Tompkins. Frequent travel within the District is required.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume by email to 6JDHR@courts.state.ny.us or mail to:

SUSAN LEONARDOS - HUMAN RESOURCES
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NY 13901

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 20, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 12, 2014

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
