



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT

UCS-23

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
3<sup>RD</sup> JUDICIAL DISTRICT

Announcement Number: 3018

**POSITION TITLE:** New York State Court Officer - Captain (Third & Fourth Departments) **JG:24**

**LOCATION:** Third Judicial District which includes:  
Albany, Columbia, Greene, Rensselaer, Schoharie,  
Sullivan and Ulster Counties

**BASE SALARY:** \$68,418 Annual

**CLASSIFICATION:** Non-Competitive / Temporary  
\*The incumbent accepted a promotion and is serving probation.

**QUALIFICATIONS:** One (1) year of service in the New York State Court Officer-Lieutenant title; or Three (3) years as New York State Court Officer-Sergeant; 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 the general direction of the New York State Court Officer-Major I or II, New York State Security Coordinator or other security supervisory personnel, New York State Court Officer-Captains (Third and Fourth Departments) are responsible for supervising security operations at a court facility having a minimum of fifteen subordinate security staff. NYS Court Officer- Captains (Third and Fourth Departments) supervise the activities of Lieutenants, Sergeants, and other subordinate security personnel. New York State Court Officer-Captains (Third and Fourth Departments) are responsible for assisting in the local implementation of statewide security policies and for recommending security policies to meet the local circumstances of the court or facility to which the position is assigned. NYS Court Officer-Captains (Third and Fourth Departments) are peace officers, required to wear uniforms and may be authorized to carry firearms and also perform administrative and other related duties.

**ASSIGNMENT:** Under the direction of the District Executive and the NYS Security Coordinator or other supervisory security personnel, this individual will be responsible for managing the uniformed security personnel in the Third Judicial District. This individual will work closely with the Chief Clerks and assist them in supervising the security officers. Responsibilities will include: establishing and implementing procedures and training programs to meet the operational and security needs of the district; maintaining a training database for all officer training; facilitate training programs; maintain district-wide inventory of security supplies and equipment; deploy security personnel throughout the district; conduct performance evaluations; handle labor relations issues; maintain daily calibration records of magnetometers and contraband and/or incident reports; conduct routine uniform and weapons inspections; prepare written security reports; investigate/monitor judicial threats; and develop evacuation plans; extensive travel throughout the District; may act as liaison with contractual security personnel; may be assigned to a court facility based upon need and/or staffing shortages. Additional duties will be discussed at the time of interview.

**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 the same 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 is **(1)**.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Carol Schongar, District Executive  
Third Judicial District  
Administrative Judge's Office  
40 Steuben Street, 6<sup>th</sup> Floor  
Albany, NY 12207  
518-285-8300

Applicants are encouraged to complete the EEO Data Collection Form

**POSTING DATE:** December 8, 2010

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 30, 2010

For employment opportunities in the Unified Court System, please go to [www.nycourts.gov](http://www.nycourts.gov)

The New York State Unified Court System is an Equal Opportunity Employer.  
Women, Minorities, and Individuals with Disabilities are encouraged to apply.