



PLEASE POST

**EMPLOYMENT
OPPORTUNITY UCS-23
ANNOUNCEMENT**
**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

Announcement Number: 40011

POSITION TITLE: COURT BUILDING GUARD JG: 8

LOCATION: COURT OF APPEALS

BASE SALARY: \$28,234

CLASSIFICATION: EXEMPT

QUALIFICATIONS: Successful completion of the eighth grade or the equivalent or an equivalent combination of education and experience. Possession of a valid New York State driver's license.

Note: Successful completion of New York State Security Guard Basic Course (8 hr.) within six months after hiring.

DISTINGUISHING FEATURES OF WORK: Under the supervision of the Chief Security Attendant, Court of Appeals, Court Building Guards are responsible for ensuring security of the Court of Appeals building during normal working hours, and after regular business hours. Court Building Guards also serve as receptionists, driver-messengers, telephone operators, and perform other related duties under the supervision of the Chief Security Attendant of the Court of Appeals.

ASSIGNMENT: Court of Appeals Hall, 20 Eagle Street, Albany, New York
Saturday - Wednesday, 12:00 a.m. (midnight) to 8:00 a.m.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and, if available, a resume to:

Andrew W. Klein, Clerk
Court of Appeals Hall
20 Eagle Street
Albany, NY 12207-1095

Applicants are encouraged to complete the EEO Data Collection Form UCS-19X.

POSTING DATE: December 1, 2010 APPLICATIONS MUST BE RECEIVED BY: December 23, 2010

The New York State Unified Court System is an Equal Opportunity Employer.
Women, minorities and individuals with disabilities are encouraged to apply.