

PLEASE POST



**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT**

ANNOUNCEMENT NUMBER 09032 AMENDED

POSITION TITLE: NYS COURT OFFICER - CAPTAIN JG-24

LOCATION: 9TH JUDICIAL DISTRICT

BASE SALARY: \$68,418 + LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One (1) year of service in the New York State Court Officer -Lieutenant title; or Three (3) years as a 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 are responsible for supervising security operations at a court facility having a minimum of fifteen subordinate security staff. NYS Court Officer-Captains supervise the activities of Lieutenants, Sergeants, and other subordinate security personnel. NYS Court Officer-Captains 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 of facility to which the position is assigned. NYS Court Officer-Captains are peace officers, required to wear uniforms and may be authorized to carry firearms and also perform administrative and other related duties.

ASSIGNMENT: Determines the proper security staffing pattern to address normal needs as well as emergency or special security situation; Tours courthouses to evaluate security operations and reviews problems with a NYS Court Officer-Major I or II and subordinates; Reviews information regarding multiple defendants or other difficult proceedings and develops temporary modifications to security policy in order to maintain security during adverse situations; Reviews incident reports to obtain information used in determining trends or defects in procedures, such as an unusual number of incidents or arrests of a particular type, and utilizes such data in formulating revisions to local security or training; Trains security personnel, evaluates performance, reviews probationary or other evaluation reports, and discusses performance reports with the NYS Court Officer Major II or directly with the employee, if necessary; Inspects officers' appearance, weapons, and equipment; and demonstrates security techniques; answer questions; and performs other activities to maintain standards of dress, conduct and proficiency; Handles grievances and complaints brought by subordinates.

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 this 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 depended 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 the court or agency within the next 6 months. Position(s) available at the present time: 1.

All interested persons meeting the minium qualifications are encouraged to e-mail 9JDeploymentapps@nycourts.gov Or 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 resume to:

**HONORABLE ALAN D. SCHEINKMAN
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: August 25, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 15, 2010

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