



PLEASE POST

ANNOUNCEMENT NO. 9414

PROMOTIONAL OPPORTUNITY

POSITION TITLE: NEW YORK STATE COURT OFFICER - MAJOR I **JG: 26**

POSITION LOCATIONS: 9th JUDICIAL DISTRICT
WESTCHESTER COUNTY

BASE SALARY: \$ 76,195 + \$ 3,697 LOCATION PAY

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 the general direction of an Administrative Judge, Executive Assistant, or Security Coordinator, a New York State Court Officer-Major I is the highest-ranking security official of a court. A NYS Court Officer- Major I coordinates security activities at all locations of a court having a minimum of thirty-five New York State Court Officers and Sergeants. A NYS Court Officer-Major I is responsible for implementation of statewide security policies and with the concurrence of the Administrative Judge and Security Coordinator for the formulation of security policies appropriate to the court assigned. A NYS Court Officer-Major I is a peace officer, required to wear a uniform and may be authorized to carry a firearm and also perform administrative and other related duties.

ASSIGNMENT:

Under the direction of the Administrative Judge, District Executive, or Security Coordinator the appointee to this position will be responsible for overseeing security operations. Duties include but are not limited to: assigning and redeploying security personnel; analyzing local security needs; assisting in developing and modifying security policy; preparing and reviewing reports; coordinating security activities with outside law enforcement agencies; training security personnel, evaluating performance, and reviewing probationary or other evaluation reports; and assisting in interpreting and applying polices and procedures dealing with security issues.

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 to:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 17, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 9, 2015

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.
