



**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**TITLE STANDARD:**

**SENIOR SECURITY APPLICATION VERIFICATION  
OFFICER**

**Effective Date:** 05/18/2005  
**Title Code Number:** 9467614  
**Salary Grade:** 22  
**Jurisdictional Classification:** NC

**DISTINGUISHING FEATURES OF WORK:**

Under the direct supervision of the Supervisor of the Applicant Verification Unit, the Senior Security Application Verification Officer is responsible for supervising subordinate staff in the Applicant Verification Unit, providing direction and training, conducting background investigations of New York State Court Officer-Trainee candidates including conducting personal interviews, obtaining relevant background information, and writing reports regarding the results of background investigations. The Senior Security Application Verification Officer is a peace officer, may be required to wear a uniform and may be authorized to carry firearms.

**TYPICAL DUTIES:**

Assists in developing procedures and methods of operation for the unit, establishes work priorities, makes assignments, monitors progress, and reviews work prior to distribution.

Trains and supervises subordinate staff.

Conducts interviews of New York State Court Officer Trainee candidates to obtain information pertinent to the individuals fitness for a security position.

Obtains information from courts, police departments, district attorneys offices and sheriffs' departments.

Collates information and prepares clearly written reports of the results of the background investigations.

Prepares and maintains case related information and administrative documents and records. Presents background information about candidates before the Evaluation Board.

Provides information to other law enforcement agencies.

Manages a caseload of investigations.

*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 these duties.*

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of investigative techniques and procedures.

Knowledge of the confidentiality requirements of investigations.

Knowledge of Unified Court System procedures and policies.

Knowledge of legal terminology.

Knowledge of English, including grammar, punctuation and sentence structure.

Ability to train, supervise, and coordinate the activities of subordinate staff.

Ability to establish work priorities.

Ability to locate, extract and analyze information contained in various records and ascertain its relevance to investigations.

Ability to interact with witnesses and the appropriate personnel of various courts and other agencies within and outside the Unified Court System.

Ability to analyze, interpret and distill information and prepare written reports based on this information.

Ability to exercise tact and discretion.

Ability to elicit information from respondents, witnesses and the appropriate personnel of various courts and agencies.

**QUALIFICATIONS:**

Two (2) years of permanent, competitive class service in a court security series title.

Candidates must be legally eligible to carry firearms.

New York State residency is required for appointment.

Candidates must be citizens of the United States.