



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1614

POSITION TITLE: DIRECTOR OF COURT SECURITY **JG:** NS

LOCATION: NYS OFFICE OF COURT ADMINISTRATION

BASE SALARY: SALARY DETERMINED ON QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university in Public Administration, Criminal Justice or a related field and ten (10) years of security or related experience; **or** Master's degree from an accredited college or university in Public Administration, Criminal Justice or a related field and eight (8) years of relevant experience. Experience with policy development and implementation, security technology, and emergency management planning. Excellent written and verbal communication skills are essential.

DISTINGUISHING FEATURES OF WORK:

The Director of Court Security is part of the executive management team for the Office of Court Administration. This position reports to the Executive Director, the Chief of Operations, and the Chief of Administration. The Director of Court Security advises court administrators on court security matters, develops and implements security standards and policies, and oversees training of peace officer personnel. The Director of Court Security conducts staffing and budget analyses, is responsible for ensuring that the Court System is using state of the art security technology and coordinates operations with federal, state and local law enforcement agencies.

ASSIGNMENT:

Duties include but not limited to: developing policy recommendations and proposing standards for maintaining security in court facilities; developing Emergency Management Planning recommendations; serving as an advisor on the development of policies related to public safety; developing recommendations on peace officer training, oversight and policies; consulting with and advising judges and court administrators on special security responses; providing expertise on the purchase of safety equipment; and coordinating special security arrangements with other agencies such as Police Departments, Departments of Correction, State and Federal agencies.

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 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. Positions available at this 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), a resume, and a cover letter (maximum of 2 pages, explaining your interest and qualifications for the position) to:

NYS OFFICE OF COURT ADMINISTRATION
EXECUTIVE OFFICE
25 BEAVER STREET, 11TH FLOOR
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 25, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 15, 2016

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