



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT**

Announcement Number: 3003 AMENDED

TRANSFER OPPORTUNITY

POSITION TITLE: New York State Court Officer **JG: 18**

LOCATION: Third Judicial District

BASE SALARY: \$49,777 - \$67,473 Annual

CLASSIFICATION: Competitive / Permanent

QUALIFICATIONS: CANDIDATE MUST HAVE CURRENT, PERMANENT STATUS AS A NYS COURT OFFICER OR SENIOR COURT OFFICER*.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of a New York State Court Officer-Sergeant and the general supervision of the court clerk or other security supervisory personnel. New York State Court Officers are responsible for maintaining order and providing security in court buildings and courtrooms. They work under the direct supervision of security supervisors and court clerks. NYS Court Officers are peace officers, required to wear uniforms, and may be authorized to carry firearms, execute warrants, make arrests and may coordinate the activities of other court security personnel.

ASSIGNMENT: Provide security in the courtroom in the counties within the Third Judicial District. Staff the magnetometer stations to ensure that no weapons, electronic or photographic equipment are brought into the facilities. Travel may be required to other counties in the Third Judicial District.

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 the 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 three (3) months.

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-line at <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Carol Schongar, District Executive
3rd Judicial District Administrative Judge's Office
40 Steuben Street, 6th Floor
Albany, NY 12207
(518)285-8300

Applicants are encouraged to complete the EEO Data Collection Form

POSTING DATE: March 3, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: Open Ended

For employment opportunities in the Unified Court System, please go to www.nycourts.gov.
The New York State Unified Court System is an Equal Opportunity Employer.
Women, Minorities, and Individuals with Disabilities are encouraged to apply.

