



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1226

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SECURITY APPLICANT VERIFICATION AND COMPLIANCE OFFICER **JG: 20**

LOCATION: OCA - COURT OFFICER APPLICANT VERIFICATION AND COMPLIANCE UNIT
NEW YORK, NY

BASE SALARY: \$ 63,508 + \$4,300 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

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 or aliens lawfully admitted for permanent residence.

DISTINGUISHING FEATURES OF WORK: Under direct supervision, Security Applicant Verification and Compliance Officers are responsible for 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. They are responsible for investigating and monitoring compliance of uniformed personnel who are on worker's compensation Line of Duty (LODI) leave. Security Applicant Verification and Compliance Officers also monitor and perform workplace safety assessments, attend meetings and conferences, and assist with other investigations. The Security Applicant Verification and Compliance Officer is a peace officer, may be required to wear a uniform and may be authorized to carry firearms.

ASSIGNMENT: Duties include, but are not limited to: conducting interviews of NYS Court Officer Trainee candidates to obtain information pertinent to the individual fitness; conducting Line of Duty (LODI) investigations including home visits; preparing detailed reports of the results of investigations; monitoring compliance with reporting requirements; monitoring and conducting workplace safety assessments; researching, maintaining and updating databases; managing a caseload of investigations and providing information to other law enforcement agencies. Knowledge of investigative techniques and report writing skills are essential. Incumbent must have a valid NYS Driver's License as travel will be required.

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: 3.

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) with a cover letter and resume to:

Major Frank Casiano
Court Officer Applicant Verification & Compliance Unit
Office of Court Administration
25 Beaver Street
New York, NY 10004

POSTING DATE: February 18, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 18, 2022

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.
