



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1422

CHANGE IN ASSIGNMENT - MENTORSHIP OPPORTUNITY

POSITION TITLE:

NEW YORK STATE COURT OFFICER

JG: 19

NEW YORK STATE COURT OFFICER-SERGEANT

JG: 20

LOCATION:

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

QUALIFICATIONS:

Two (2) years of permanent, competitive class service in the NYS Court Officer, Court Officer*, UCO* title or 1 year of permanent, competitive class service in the NYS Court Officer-Sergeant or Senior Court Officer* title; or equivalent rank.

Candidates must have: a valid drivers license; full firearms privileges; be able to travel regularly to off-site locations statewide; legally eligible to carry firearms.

New York State residency is required for appointment.

ASSIGNMENT: This is an opportunity with the Applicant Verification and Compliance Unit. 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, are responsible for investigation and reporting for Secure Pass applicants; attend meetings and conferences, and assist with other investigations.

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. Candidates who do not meet performance expectations may return to their court of assignment at anytime during the mentorship program.

Successful completion and exemplary performance in this six month mentorship assignment may lead to appointment as a Security Applicant Verification and Compliance Officer (JG-20). The program will include monthly evaluation meetings, coaching sessions, and evaluations by the Major and Captains.

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: NYS Unified Court System employees 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 and cover letter by email to fcasiano@nycourts.gov or mail to:

Major Frank Casiano
Office Of Court Administration
Department of Public Safety,
25 Beaver Street, 7th Floor
New York, NY 10004

POSTING DATE: February 15, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 22, 2024

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.
