



**PLEASE POST**

ANNOUNCEMENT NO. 20417

**PROMOTIONAL OPPORTUNITY**

**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #20408 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

**POSITION TITLE:** NEW YORK STATE COURT OFFICER - MAJOR II **JG: 28**

**LOCATION:** NEW YORK CITY CIVIL COURT  
NEW YORK COUNTY

**BASE SALARY:** \$ 107,629 + LOCATION PAY \$4,775

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One (1) year of service in the New York State Court Officer-Captain title; **or** An equivalent combination of education and experience.\*  
Candidates must be legally eligible and qualified to carry firearms.  
New York State residency is required for appointment.  
Candidates must be citizens of the United States.

*\*Three years of experience in a supervisory security title with the rank of Lieutenant may be substituted for the one year of experience as a Captain. Equivalent experience must be in a supervisory security title with a minimum rank of Lieutenant.*

**DISTINGUISHING FEATURES OF WORK:** Under the direction of an Administrative Judge or Chief Clerk, a New York State Court Officer-Major II is the highest-ranking security official in a citywide court or Supreme Court in New York City and is directly responsible for all security operations of the court including the formulation, with concurrence of the Administrative Judge, of local security policies and the implementation of statewide security policies. A NYS Court Officer- Major II directs a security force of subordinate officers and supervises Captains, Lieutenants and other security personnel. A NYS Court Officer Major II is a peace officer, required to wear a uniform and may be authorized to carry a firearm and performs administrative and other related duties.

**ASSIGNMENT:** This position will be assigned to New York County. Duties include managing security operations and overseeing effective implementation of security policies for the New York City Civil Court ; assigning and redeploying security personnel; preparing and reviewing reports; coordinating security activities with outside law enforcement agencies; training and evaluating officers' performance; scheduling and monitoring time and leave; investigating and evaluating judicial threats; and assisting with reviewing and modifying security procedures.

**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. Position(s) available at the present time: 1.

**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](http://www.nycourts.gov/careers/UCS5.pdf)), and a resume by email to [ChiefClerkCivil@nycourts.gov](mailto:ChiefClerkCivil@nycourts.gov) or by mail to:

Alia Razzaq  
Chief Clerk  
NYC Civil Court  
111 Centre Street, Room 836  
New York, NY 10013

**POSTING DATE:** April 19, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 3, 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.**