



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40108

---

**POSITION TITLE:** COURT BUILDING GUARD **JG: 8**

**LOCATION:** COURT OF APPEALS  
ALBANY, NY

**BASE SALARY:** \$32,437

**CLASSIFICATION:** EXEMPT

**QUALIFICATIONS:** Successful completion of the eighth grade or the equivalent and possession of a valid New York State Driver's License.

**Note: Successful completion of the New York State Security Guard Basic Course (8hr.) within six months after hiring is required.**

**DISTINGUISHING FEATURES OF WORK:**

Under the supervision of the Chief Security Attendant, Court of Appeals, Court Building Guards are responsible for ensuring security of Court of Appeals Hall and Centennial Hall. Court Building Guards also serve as receptionists, driver-messengers, telephone operators, and perform other related duties.

**ASSIGNMENT:** Court of Appeals Hall, 20 Eagle Street, Albany, New York  
4:00 pm to 12:00 am, Thursday through Monday  
Court Building Guards conduct routine and periodic rounds to inspect the facilities for safety and security during their shift.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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:** 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](http://www.nycourts.gov/careers/UCS5.pdf)) by email to [COAHR@nycourts.gov](mailto:COAHR@nycourts.gov) or by mail to:

Lisa LeCours  
Clerk of the Court  
NYS Court of Appeals  
20 Eagle Street  
Albany, New York 12207

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

---

**POSTING DATE:** November 29, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 27, 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.

---

---