

**PLEASE POST**

ANNOUNCEMENT NO. 52240

PROMOTIONAL OPPORTUNITY**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #52226 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION****POSITION TITLE:** NEW YORK STATE CHIEF OF SECURITY, APPELLATE DIVISION **JG: 28****LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT
45 MONROE PLACE, BROOKLYN**BASE SALARY:** \$97,522 + LOCATION PAY \$4,300**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL**QUALIFICATIONS:** One year of experience in the New York State Principal Court Attendant, Appellate Division 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. Candidates must possess a valid New York State driver's license.**DISTINGUISHING FEATURES OF WORK:** Under the general direction of the Presiding Justice and/or the Clerk of the Court or the Executive Assistant, the New York State Chief of Security, Appellate Division, is responsible for overseeing security operations for the entire Appellate Division. The New York State Chief of Security, Appellate Division is responsible for the formulation of security policies and developing security procedures, is a peace officer, and may be authorized to carry firearms. The New York State Chief of Security, Appellate Division may also perform a variety of administrative and other related duties.**ASSIGNMENT:** The successful candidate's responsibilities include, but are not limited to: supervising, strategic planning, and implementation of all court security operations within the Appellate Division 2nd Department, which includes security for Judicial, non-judicial staff, the Court's ancillary agencies within the ten counties as well as the public; proficient in all UCS DPS policies and training; in collaboration with command supervisors, manage day-to-day operations and supervision of Appellate Court Attendants and building guards; responsible for administrative and personnel duties; training security personnel; probationary and other evaluation reports; responsible for collaborating with administrative staff regarding special events as well as Judicial protection; responsible for fire and life safety training and facility requirements; emergency planning; interpretation and application of UCS DPS policies and procedures within the Appellate command; the Court's liaison responsible for communicating with local law enforcement; the constant assessment and deployment of security personnel in order to maintain proper staffing patterns within the Court; proactively lead in emergency and/or special security situations. The successful candidate must be able to clearly and proficiently communicate, verbally and in writing, with Court administrators, staff, outside law enforcement, and the public.**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:** 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) and a resume by email to AD2-HR@nycourts.gov or by mail to:Appellate Division, 2nd Department
Human Resources Department
45 Monroe Place
Brooklyn, NY 11201**POSTING DATE:** June 24, 2022**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 22, 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.**

