



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 1621

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** NEW YORK STATE COURT SECURITY LIAISON **JG: 30**

**LOCATION:** OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR COURTS OUTSIDE NYC  
ALBANY, NY

**BASE SALARY:** \$ 100,145

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One year of service in the NYS Court Security Coordinator or NYS Court Officer-Major II title; **or** Bachelor's Degree from an accredited college or university in Public Administration, Criminal Justice, Security Management or a related field and five (5) years of experience in security or a security related field; **or** Master's Degree from an accredited college or university in Public Administration, Criminal Justice or a related field and four (4) years of experience in security or a security related field; **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.

**DISTINGUISHING FEATURES OF WORK:** Under general direction of the Chief Administrative Judge or designee, the NYS Court Security Liaison ensures compliance with policies and procedures as established by the Chief of the Department of Public Safety. The NYS Court Security Liaison is responsible for assisting in developing security procedures consistent with overall statewide policy, visiting court locations to audit court security practices and procedures, monitoring performance, investigating and resolving security problems and preparing reports. The NYS Court Security Liaison works with local security and administrative personnel concerning security matters; interacts with facility planners and architects concerning the security aspects of court buildings during construction or renovation activities; acts as liaison with District Administrative Offices and Counsel's Office in negotiating security contracts with local law enforcement agencies; and participates in establishing security policies and procedures to be included in contracts and assuring compliance with them. NYS Court Security Liaison is a peace officer and may be authorized to carry firearms or be required to wear a uniform. The NYS Court Security Liaison also performs administrative and other related duties as required.

**ASSIGNMENT:** This position is assigned to the office of the Deputy Chief Administrative Judge for the courts outside of NYC. While the position is based in Albany, NY, extensive travel is required throughout the state dependant on the needs of the Court System.

**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: 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)) and a cover letter and resume to:

OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR COURTS OUTSIDE NYC  
AGENCY BUILDING 4  
EMPIRE STATE PLAZA  
ALBANY, NY 12223  
ATTN: MARIA BARRINGTON, CHIEF OF STAFF

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**POSTING DATE:** November 1, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 25, 2016

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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.

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