UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40031

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

LOCATION: COURT OF APPEALS

BASE SALARY: $28,801

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
12:00 a.m. (Midnight) to 8:00 a.m.

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) to:

ANDREW W. KLEIN
CHIEF CLERK AND LEGAL COUNSEL TO THE COURT
NYS COURT OF APPEALS
20 EAGLE STREET
ALBANY, NEW YORK 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: January 13, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 4, 2015

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