

**PLEASE POST**

ANNOUNCEMENT NO. 52501

**PROMOTIONAL OPPORTUNITY****POSITION TITLE:** NYS PRINCIPAL COURT ATTENDANT, APPELLATE DIVISION **JG: 24****LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> DEPARTMENT**BASE SALARY:** \$ 69,787 + \$3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Applicants must be currently employed by the New York State Unified Court System; **and** one year of experience in the New York State Associate 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 and possess a valid New York State driver's license.

**DISTINGUISHING FEATURES OF WORK:**

Under the general direction of the New York State Chief of Security, Appellate Division, New York State Principal Court Attendants, Appellate Division, are responsible for evaluating the performance of New York State Associate Court Attendants, Appellate Division, New York State Senior Court Attendants, Appellate Division and New York State Court Attendants, Appellate Division and Court Building Guards. New York State Principal Court Attendants, Appellate Division implement security procedures and policies and recommend security policies related to the courthouse which the position is assigned. New York State Principal Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms. New York State Principal Court Attendants, Appellate Division may also perform a variety of administrative and other related duties.

**ASSIGNMENT:**

The candidate selected will be responsible for: determining proper security staffing to address regular and emergency or special security situations; maintaining logs of AED equipment; preparing maintenance reports; maintaining and updating emergency management plans and ensuring implementation of proper procedures; receiving and filing unusual occurrence reports; conducting evaluations and preparing probationary reports for subordinate security personnel; interpreting and implementing policies and procedures; training subordinate staff in security procedures; adjusting assignments to accommodate vacation schedules and employee illness and ensuring security posts are adequately covered at all times; verifying employee time sheets and records relating to overtime; supervising security operations during the opening and closing of the courthouse; and touring courthouses to evaluate security operations and identify problems.

**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 who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

APPELLATE DIVISION, 2<sup>ND</sup> DEPARTMENT  
45 MONROE PLACE  
BROOKLYN, NEW YORK 11201  
ATTENTION: MARY O'DONOGHUE, HUMAN RESOURCES DIRECTOR

**POSTING DATE:** January 5, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 27, 2015

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