



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52510

PROMOTIONAL OPPORTUNITY

POSITION TITLE: NYS ASSOCIATE COURT ATTENDANT, APPELLATE DIVISION **JG: 22**

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT

BASE SALARY: \$63,949 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** One year of experience in the New York State Senior Court Attendant, Appellate Division title; **or** an equivalent combination of education and experience.

Candidate 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 must 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, a New York State Associate Court Attendant, Appellate Division, is responsible for day-to-day supervision and on the job training of subordinate security personnel. New York State Associate Court Attendants, Appellate Division are responsible for ensuring that order and decorum are maintained in the courtroom, court buildings and grounds. New York State Associate Court Attendants, Appellate Division are responsible for overseeing the work of New York State Senior Court Attendants, Appellate Division, New York State Court Attendants, Appellate Division and Court Building Guards. New York State Associate Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms. New York State Associate Court Attendants, Appellate Division may also perform a variety of administrative and other related duties.

ASSIGNMENT:

The individual selected will be responsible for the day-to-day supervision and maintenance of all matters related to court security; on the job training of Court Attendants, Senior Court Attendants and Building Guards assigned to the Appellate Division, Second Judicial Department and Appellate Term, Second Judicial Department. In addition, the NYS Associate Court Attendant will oversee all operations of the courtroom, scheduling of personnel and maintenance of security related records. The NYS Associate Court Attendant will also have the responsibility of seeing that all court related materials are delivered to outside chambers in a timely fashion as well as the various tasks related to the needs of their assigned judge and other security duties as they arise.

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: 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, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Personnel Director

POSTING DATE: March 5, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 26, 2015

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.