



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1139

PROMOTIONAL OPPORTUNITY

POSITION TITLE: NYS ASSOCIATE COURT SECURITY TRAINING OFFICER JG: 24**LOCATION:** OCA - NYS COURT OFFICERS ACADEMY
BROOKLYN, NY**BASE SALARY:** \$78,597 + LOCATION PAY \$4,300**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Three (3) years in the New York State Senior Court Security Training Officer title; or An equivalent combination of education and experience. Must be legally eligible and qualified to carry firearms and, after appointment, must obtain required skills certifications. New York State residency is required for appointment. Candidates must be citizens of the United States.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of the New York State Chief of Court Security Training, New York State Associate Court Security Training Officers are assigned to the New York State Court Officers Academy where they act as lead trainers and are responsible for the supervision of New York State Court Security Training Officers, New York State Senior Court Security Training Officers and other security personnel. New York State Associate Court Security Training Officers design, and present comprehensive training programs to security personnel throughout the State. New York State Associate Court Security Training Officers assess the degree of acquired knowledge of trainees by use of written tests, oral questioning, and demonstration of physical skills performance. New York State Associate Court Security Training Officers are responsible for determining whether newly hired New York State Court Officer-Trainees' performance is satisfactory. They are responsible for monitoring the day-to-day activities, developing lesson plans and training materials, maintaining training records, and performing related administrative duties. New York State Associate Court Security Training Officers are peace officers, required to wear uniforms, and may be authorized to carry firearms.

ASSIGNMENT: Duties include, but are not limited to: developing on site training curricula and providing training to court officers; evaluating training curricula, lesson plans, training materials, methods and related areas, and writing lesson plans to update curriculum; assigning New York State Court Security Training Officers to on and off site training facilities and activities; developing annual calendar of all training courses available to peace officers; supervising all activities at the firing range; monitoring day-to-day activities at the academy; presenting firearms training and instruction to peace officers; administering written and skills performance tests in order to ascertain competence of trainees in the particular subject area; training security personnel, evaluating performance, reviewing probationary or other evaluation reports, and discussing performance reports with the Chief of Court Security Training; providing information for decisions on the performance of newly hired New York State Court Officer-Trainees based upon evaluation of the level of understanding of factual material and physical proficiencies demonstrated by each trainee; preparing and maintaining attendance records, evaluation reports, files, training booklets, and other records, documents and forms; ensuring that weapons, ammunition, and other deadly materials are properly transported, utilized, and secured and assisting in the interpretation and application of policies and procedures dealing with security issues. Statewide travel is required.

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: 2.

APPLICATION PROCEDURES: NYS Unified Court System employees 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 and cover letter to:

Joseph Baccellieri, Jr.
Commanding Officer
NYS Court Officers Academy
541 St. Johns Place
Brooklyn, NY 11238

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: December 3, 2021

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 30, 2021

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.
