



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 40127

PROMOTIONAL OPPORTUNITY**POSITION TITLE:** SECURITY ATTENDANT, COURT OF APPEALS **JG: 19****LOCATION:** COURT OF APPEALS
Albany, NY**BASE SALARY:** \$ 66,597**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** High school diploma or the equivalent and two years of experience as a peace officer; or An equivalent combination of education and experience. Legal eligibility to carry firearms. New York State residency is required for appointment. Candidates must be citizens of the United States or aliens lawfully admitted for permanent residence.**DISTINGUISHING FEATURES OF WORK:** Under the supervision of the Chief Security Attendant, Court Of Appeals, Security Attendants, Court of Appeals are responsible for maintaining order and decorum and providing security in the Court of Appeals. They also perform various clerical and messenger duties, may be assigned to ensure the personal security of judges, and perform other related duties.**ASSIGNMENT:** Duties include but are not limited to: maintaining order and decorum in court rooms, waiting rooms and other court premises; escorting and providing security to judges within and outside of court premises; ensuring that courtroom is prepared for court proceedings and other administrative tasks. Security Attendants are required to work varying shifts on a rotational basis.**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: All interested persons meeting the minimum qualifications must 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 cover letter, resume and references by email to COAHR@nycourts.gov or mail to:

Lisa LeCours
Clerk of the Court
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

POSTING DATE: June 6, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 4, 2024

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.