



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 4421

**PROMOTIONAL OPPORTUNITY**

**POSITION TITLE:** NEW YORK STATE COURT OFFICER-CAPTAIN (3<sup>RD</sup> & 4<sup>TH</sup> DEPARTMENTS) **JG: 24**

**POSITION LOCATIONS:** 4<sup>TH</sup> JUDICIAL DISTRICT  
CLINTON AND ESSEX COUNTIES

**BASE SALARY:** \$ 86,737

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** One (1) year of service in the New York State Court Officer-Lieutenant title; **or** Three (3) years as New York State Court Officer-Sergeant; **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.

*\*Equivalent experience must be in a supervisory security title with the rank of Sergeant or Lieutenant.*

**DISTINGUISHING FEATURES OF WORK:** Under the general direction of the New York State Court Officer-Major I or II, New York State Security Coordinator or other security supervisory personnel, New York State Court Officer-Captains (Third and Fourth Departments) are responsible for supervising security operations at a court facility having a minimum of fifteen subordinate security staff. NYS Court Officer- Captains (Third and Fourth Departments) supervise the activities of Lieutenants, Sergeants, and other subordinate security personnel. New York State Court Officer-Captains (Third and Fourth Departments) are responsible for assisting in the local implementation of statewide security policies and for recommending security policies to meet the local circumstances of the court or facility to which the position is assigned. NYS Court Officer-Captains (Third and Fourth Departments) are peace officers, required to wear uniforms and may be authorized to carry firearms and also perform administrative and other related duties.

**ASSIGNMENT:** Under the direction of the NYS Security Coordinator duties include, but are not limited to: determining staffing to address needs including during emergency or special security situations; evaluating security operations; reviewing difficult proceedings and developing modifications to security policy; reviewing incident reports and determining trends; training security personnel, evaluating performance and reviewing reports. Frequent travel throughout the district 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: 1.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [4JDJobs@nycourts.gov](mailto:4JDJobs@nycourts.gov) or by mail to:

JOANNE M. MANN  
DISTRICT EXECUTIVE  
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
101 STATE FARM PLACE, SUITE 100  
MALTA, NY 12020  
518-285-5099

**POSTING DATE:** June 18, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 16, 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.**