



**PLEASE POST**

ANNOUNCEMENT NO. 1637

**PROMOTIONAL OPPORTUNITY**

**POSITION TITLE:** NEW YORK STATE SECURITY COORDINATOR **JG: 29**

**LOCATION:** NEW YORK CITY COURTS

**BASE SALARY:** \$ 116,871 + \$4,920 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** One (1) year of service in the New York State Court Officer-Captain 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.

**DISTINGUISHING FEATURES OF WORK:** Under general direction of an Administrative Judge, District Executive or NYC Chief Clerk, a New York State Security Coordinator is the highest ranking security official in one or more Judicial Districts and is directly responsible for all security operations of the district(s). A NYS Security Coordinator is responsible for the implementation of statewide security policies and, with the concurrence of the Administrative Judge(s), formulation of security policy appropriate to the circumstances of the district(s) to which the position is assigned. A NYS Security Coordinator directs a security force of subordinate officers and supervises Majors, Captains, Lieutenants and other security personnel. A NYS Security Coordinator is a peace officer, required to wear a uniform and may be authorized to carry a firearm and also performs administrative and other related duties.

**ASSIGNMENT:** There are currently two positions available, assigned to the OCA Department of Public Safety, and located in New York City. One position will be assigned responsibility for Bronx and Queens counties, and the second will be assigned responsibility for New York, Kings, and Richmond counties. Under the general direction of the Deputy Chief Administrative Judge for New York City, Chief of the Department and NYC Chief, the appointees will oversee security operations within court facilities throughout their designated counties and ensure compliance with established policies and procedures. Duties include but are not limited to: implementing statewide security policies; directing security operations during emergencies; assigning and redeploying security personnel; analyzing local security needs; training; evaluating and reviewing employee performance; reviewing incident reports; managing overtime; acting as a liaison to outside law enforcement agencies; and interpreting and applying policies and procedures.

**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: 2.

**APPLICATION PROCEDURES:** All interested persons 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)) a resume, and cover letter by email to [dpsjobposting@nycourts.gov](mailto:dpsjobposting@nycourts.gov) or by mail to:

Michael Magliano  
Chief of Department  
NYS Courts - Office of Court Administration  
Department of Public Safety  
25 Beaver Street, Room 810  
New York, NY 10004

**POSTING DATE:** April 13, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 11, 2026

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