



KATHY HOCHUL
Governor

**State
Police**

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 11/28/2022

APPLICATION DUE BY: 12/28/2022

Title: State Police Security Screening Technician
Trainee -- 12 Vacancies

Location: Troop G, Capital --
Albany, NY

Grade: SG-7, \$38,719 –
\$47,983

Employment Type: Full Time

Work Days: Variable

Union Representation: Security Services Unit -- NYSCOPBA

The State Police Security Screening Technician Trainee position is a one-year traineeship leading to a State Police Screening Technician, SG-8. The State Police Security Screening Technician position starts as a State Police Security Screening Technician Trainee, which is equivalent to an SG-7. Upon successful completion of the one-year traineeship program to the State Police Security Screening Technician will be eligible for advancement to an SG-8. All advancement in the State Police Security Screening Technician traineeship position is predicated upon satisfactory performance and completion of the required training.

Interested employees should familiarize themselves with the duties, activities and responsibilities of the position of interest prior to the job announcement deadline date. Per Division policy, employees who were appointed, promoted, reassigned to, or are currently serving a prescribed probationary period in the subject position, are not eligible to request reassignment or transfer to another position, assignment or location. They must first successfully complete the prescribed probationary period or one (1) year in the subject position, whichever is applicable. This policy does not preclude requests for promotion to other positions.

The single most essential facet of a building security plan is the ability to screen and monitor deliveries, mail, vehicles and people prior to their gaining access into State Government Buildings. Incumbents of this position will be the first lines of security for the State Government Buildings.

Incumbents will be working in a politically sensitive environment and will need to possess the ability to diffuse tense situations, deal with crowds demanding public access to State Government and handle disgruntled subjects in a professional and courteous manner. Substantial interpersonal skills required to perform these duties.

While sworn members of the New York State Police will be in close proximity and will be called to checkpoints when necessary, they will not be at each checkpoint full time. Possessing an understanding and ability to apply Criminal Procedure Law and citizen rights will be necessary.

The Trainee Level is the entry-level position in the State Police Security Screening series and trains to perform the following:

DUTIES:

- Operate various types of screening equipment (i.e., walk-through magnetometers and hand-held magnetometers).
- Utilize computerized “dock master” delivery program and coordinate with Office of General Services (OGS) personnel to check delivery documents and loads.
- Conduct secondary checks of individuals entering through checkpoints including hand-held devices screening and pat-down searches of individuals.
- Responsible for identifying dangerous objects in parcels, briefcases, backpacks and equipment entering State Government Buildings using electronic detection and imaging equipment.
- Develop aptitude for utilizing screening devices that distinguish between types of materials and be able to distinguish between illegal and prohibited items and seize illegal items.
- Participate in training and use discretion to make decisions regarding materials or questionable packages being brought into State Government Buildings. Make determinations regarding the need to delay or detain packages or persons for K-9 searches or for further processing.
- Conduct daily inspections and testing of equipment and discern level of operability. While repairs of equipment will be done by certified professionals, normal troubleshooting and testing will be done by security screening personnel.
- Participate in training in weapon concealment techniques and apply confidential knowledge to daily screening duties.
- Maintain awareness of notices and bulletins regarding fraudulent identification and be able to apply learned techniques to identify fraudulent identification.
- Maintain awareness of scheduling of large groups on State property and be able to adjust staffing of the checkpoints based on flow of traffic throughout a shift.
- Monitor activities of individuals and groups and notify supervisors of demonstration groups accessing State Government Buildings.
- Be knowledgeable of laws associated with possible illegal activities on State property (i.e. activities related to activist groups – disorderly conduct, obstructing governmental administration, trespass); assess the need for additional staff or presence of sworn officers.
- Take appropriate action to physically restrain persons creating an immediate risk to persons or property.

MINIMUM QUALIFICATIONS:

- Be at least 18 years old and possess a high school diploma, GED or equivalent.

- Be a citizen of the United States.
- Possess a valid New York State Driver's License.
- Must be certified physically fit to perform the duties of this position.

HOW TO APPLY:

Kindly submit via email, fax or U.S. Mail a letter of intent and complete resume to:

Major Steven C. Graap
Attention: Civilian Hiring Unit

Email: personnel@troopers.ny.gov
Fax: 518-485-2293

Mail: New York State
PoliceBuilding 22
1220 Washington Avenue
Albany, NY 12226

Phone: 518-457-3840

