



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 09/05/2023

APPLICATION DUE BY: 10/05/2023

Title: State Police Supervising Security Screening Technician -
Communications
Starting Salary: \$45,258.00

Location: Troop G, Zone 4, SP Capital
Empire State Plaza
Albany, New York 12242
Albany County

Salary Grade: 10

Employment Type: Full-Time

Work Days: Various

Union Representation: NYSCOPBA

This is a position in the New York State Police's (NYSP) Security Services unit. The State Police Security Services Unit provides civilian security operations at the State Capitol, Empire State Plaza, W. Averill Harriman State Office Building Campus, Alfred E. Smith State Office Building and other State facilities in the Albany area on a 24-hour a day, seven days a week, 365 days a year schedule. Incumbents will be expected to work evenings and/or weekends.

DUTIES:

- **SUPERVISORY RESPONSIBILITIES:**
 - May supervise State Police Security Technician Trainees, SG-7, and State Police Security Screening Technicians, SG-8. These duties include, but will not be limited to duty/shift scheduling, post assignments and order/requests for overtime.
 - May perform the duties of the State Police Security Screening Technician, SG-8, with a higher degree of independence. (Refer to the attached duty statement for the position of State Police Security Screening Technician)
 - Report to the Sergeant in-charge of Security/Communications, regarding safety and security matters, enforcement of policy and procedures, and unit and employee licenses.
 - Perform all other related duties as assigned.

- OPERATE EXECUTIVE SERVICES DETAIL (ESD) – CAPITAL’S RADIO NETWORK:
 - Comply with the rules and regulations of the Federal Communications Commission regarding “police emergency services radio operations”.
 - Control base, fixed, or mobile communications. Know the capabilities and limitations of the radio system. Understand the system’s technical operation so that equipment failure can be recognized and reported as required.
 - Maintain familiarity with the organization and communications capabilities of cooperating agencies.
 - Maintain status and control over all mobile radio units in service escalating immediately to supervisory personnel in emergency situations, including the inability to establish communications with a mobile unit.
 - Monitor all radio equipment in the dispatch area. Understand that system discipline requires control and exercise that control, reporting all departures from required procedures to the Communications Supervisor or Member in Charge.
 - Provide essential police information to mobile and portable units.
 - Respond quickly to calling mobile operators, furnishing them efficient service. Think and act skillfully in emergencies.

- OPERATE DATA TERMINALS ASSIGNED TO THE COMMUNICATIONS AREA:
 - Comply with the New York Statewide Police Information Network (NYSPIN) rules and regulations.
 - Understand the technical operation of the data terminal devices assigned to the Communications Center. Make accurate reports concerning equipment or computer software failure.
 - Make accurate computer entries and updates into the various data terminal devices. Extract information from various computer systems through the inquiry process.
 - Interpret computer data and provide information retrieved from computer systems to police personnel.
 - Confirm the accuracy of computer data in support of police personnel who may affect an arrest or seize property based upon computer data.
 - Review all messages received on data terminals and store and distribute those messages in accordance with prescribed procedures, broadcasting radio notices or items when appropriate.

- OPERATE TELEPHONE EQUIPMENT AND MONITOR CENTRAL SECURITY SYSTEM:
 - Operate telephone equipment and 911 telephone equipment in the Communications Center. Understand the telephone systems may be serviced by several vendors and report telephone system failures to the appropriate vendor and coordinate repair.
 - Answer telephones in the prescribed manner.
 - Conduct all telephone conversations courteously. Transfer calls or record and relay messages received for Members and Security Services employees.
 - Gather all pertinent information when a telephone call is a complaint.
 - Promptly relay information to investigating police personnel by the most expeditious communications method available.
 - Make a written record of complaints as required in the station blotter.
 - Monitor security cameras located throughout the Empire State Plaza
 - Grant access from Communications for individuals to enter restricted areas.
 - Monitor the fire alarm system throughout the Empire State Plaza.

- OPERATE OTHER COMMUNICATIONS SYSTEMS AND SUPPORT EQUIPMENT:
 - Operate tape logging devices used in making automatic records of radio and telephone transmissions.
 - Operate communications equipment associated with other private or governmental agencies.
 - Maintain a safe, neat and orderly workplace.
 - Maintain all communications logs as required, and perform periodic tests of communications equipment as required.

- COMPLETE ADMINISTRATIVE FUNCTIONS AS ASSIGNED:
 - Maintain blotters, radio log, and daily reports which detail specific information regarding police and security activities during tours of duty. A blotter entry exemplar and radio log exemplar in Appendix C should be reviewed and used for reference.

- Daily Reports Submission.
- The following reports are to be submitted daily to the Communications Supervisor for review:
 - 911 printout
 - Daily tracking sheet
 - Radio log
 - Radio accountability sheet
- Perform other communication-related duties as required by the Member in Charge.

MINIMUM QUALIFICATIONS:

- One year of permanent service as a Security Screening Technician (SG-8),

OR
- One year of full-time experience as a dispatcher for a public safety agency including fire departments, emergency medical services, or law enforcement,

OR
- One year of active U.S. military service as a dispatcher of military police or security personnel and an honorable discharge or under conditions in the NYS Restoration of Honor Act,

OR
- Have Emergency Medical Dispatch (EMD) certification.

Candidates must be certified physically fit to perform the duties of this position.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

HOW TO APPLY:

Kindly send a letter of intent and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit*