

Notice of Job Opening

Position: Special Patrol Officer

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Police

Vacancies to be filled: 10

Rate of Pay: \$40.00 hourly rate

Schedule: Varying shifts (days, evenings, weekends, holidays); hours range from part-time to full-time.

Application Deadline: Until Filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference: YES

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

SPECIAL PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. Persons employed in this class shall have all the powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law, when performing the duties of protecting property or persons on such premises. The work is performed under general supervision of the Police Chief. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides security by standing in and patrolling public buildings;
- Protects and guards the public, judges, students, and employees, in the designated publicly owned property;
- Physically restrains unruly individuals;
- Escorts judges, juries and witnesses to and from the courtroom;
- Provides general information to visitors on premises;
- Checks to ensure that all necessary documents and identification are in order;
- Safeguards public property;
- Provides assistance in emergency situations;
- Maintains and updates records as required;
- Prepares incident reports;
- Distributes and posts appropriate documents and materials;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of procedures and practices for protecting and safeguarding buildings and property;
- Good knowledge of the powers of a peace officer;
- Ability to maintain order;
- Ability to perform first aid;
- Ability to exercise judgement and common sense in stressful situations;
- Ability to carry out established security procedures in case of fire, bomb threat or other emergency situations;
- Ability to observe detail, remember facts and information, and evaluate situations;
- Ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations;
- Ability to prepare brief written communications;
- Ability to communicate information orally to the public, or related personnel;
- Ability to use self-defense, restraint techniques and security equipment;

- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Retired member of a police or sheriff's department in New York State, or
- B. Retired member of the division of state police, or
- C. Retired former corrections, parole or probation officer in New York State.

SPECIAL REQUIREMENT TO CARRY OR POSSESS FIREARMS:

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the Appointing Authority and a license has been issued pursuant to Section 400.00 of Penal Law (Section 2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

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