

STATE OF NEW YORK  
 DIVISION OF MILITARY AND NAVAL AFFAIRS  
 330 OLD NISKAYUNA ROAD  
 LATHAM, NEW YORK 12110

**VACANCY ANNOUNCEMENT #24-56**

**CLOSING DATE: CONTINUOUS**

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

**POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.**

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| <p>Title:</p>                       | <p><b>Security Services Assistant 1-Hourly/Part Time</b></p> <ul style="list-style-type: none"> <li>• Temporary Positions, Short Term and Long-Term Opportunities</li> <li>• 24/7 Operations- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shifts and weekends</li> <li>• Please include availability when applying</li> </ul>   |
| <p>Locations:</p>                   | <p>New York State Division of Military and Naval Affairs (DMNA):<br/><br/>         Latham Headquarters – (3 vacancies)</p>   |
| <p>Salary Range:</p>                | <p>\$16.84/hr</p>  |
| <p>Duties and Responsibilities:</p> | <p>Under the supervision of the Plant Superintendent or appropriate designee, the Security Services Assistant 1 (SSA 1) performs front entrance access and patrols the Headquarters (HQ) facilities on a 24-hour basis to detect security incidents, deter criminal activities by means of presence and witness, and protect property from accidental damage, fire and theft. SSA1 have no peace or police officer status, but must have a valid Security Guard registration issued by the New York State (NYS) Department of State (DOS). The SSA 1 independently patrols and monitors DMNA HQ facilities and reports security incidents to higher level security staff, agency management or local emergency response, in accordance with prescribed procedures.</p> <p>The position performs responsibilities in accordance with National Guard Bureau (NGB) standards (and where applicable those requirements of the Master Cooperative Agreement (MCA) between the NGB and the DMNA), as well as agency and labor contract duties and responsibilities – current and as amended. The position may report to state and/or federal supervisory personnel.</p> <p>Responsibilities may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Provides information and assistance to visitors and employees; and controls facility entry and egress.</li> </ul> |

- Enforces building and security regulations.
- Patrols/protects location perimeters and Mission Essential or Vulnerable Areas (MEVA) to detect or deter unauthorized entry.
- Conducts vehicle inspections as directed in support of the installation security program.
- Reports all situations or conditions threatening the health and safety of persons or government property to supervisor(s) or appropriate local law enforcement as required; may assist in responding to the incident.
- Responds to calls for assistance from visitors, clients, or employees in handling emergency situations, administers first aid and summons emergency services personnel to ensure sick or injured persons receive appropriate care.
- Attends to National, State, and various other flags as directed.
- As directed or prescribed in guidelines or routine, locks doors and windows and closes fire doors and smoke barriers to deter and prevent intrusion, and criminal and accidental loss or damage of government/facility property.
- As directed may be required to assess and ensure compliance with various safety and energy requirements to include turning on and off lights, start and shut off equipment, and other duties to ensure facilities are ready for use and properly maintained.
- When applicable provides assistance to handicapped persons or persons in need of assistance, to ease their entry into or exit from buildings.
- Inspects safety equipment to detect hazardous conditions and ensure equipment is in working order.
- May operate a motor vehicle as part of their patrol or as required in accordance with standard operating procedures.
- May operate detection equipment to screen individuals and prevent passage of prohibited articles into restricted areas.
- Handles all matters pertaining to building security to include monitoring Electronic Security Systems (ESS), Automated Access Control Systems (AACS), Closed Circuit Television (CCTV), Intrusion Detection Systems (IDS) and Security Control Center (SCC) and initiates appropriate response forces when necessary.
- Issues parking permits and identification (ID) cards to agency employees in accordance with Agency and NGB requirements.
- Ensures all visitors are logged in and provided with visitor ID pass.
- Prepares written reports of shift activities, including actions taken to report or resolve incidents or problems.
- Assists in building evacuation during drills or in the event of an emergency.
- As directed and trained, may operate fire extinguishers or standpipe hoses to extinguish fires, and assist in the evacuation in the event of a fire.
- May be required to utilize basic computer software.
- Wears appropriate uniform and presents a clean and neat appearance.

- May assist with training to include new SSA 1 employees and hourly personnel or facility staff in overall building safety and security procedures.
- May assist with contacting maintenance personnel to address facility issues to ensure health and safety of persons and property; to include afterhours contact for snow and ice removal or emergency repair situations.
- Periodic overtime may be required
- Periodic travel may be required to other facilities; to attend training; or other requirements related to duties as needed.
- Other job duties as assigned.

Minimum Qualifications:

Pursuant to New York State Security Guard legislation, applicant must currently have and maintain registration as a Security Guard with the New York Department of State and have successfully completed the 8-hour pre-assignment training program.\*

Must have a high school diploma or equivalent (GED).

Must be at least 18 years of age.

Must be able to read and write in English.

At the time of hire and periodically throughout employment, employee will be required to participate in periodic drug testing in accordance with Agency and NGB policy requirements.

At the time of hire and annually, in accordance with requirements, must meet the established medical screening requirements.

Must meet physical fitness and agility standards established in accordance with the Directives.

Ability to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.

Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs).

Ability to work in confined spaces in accordance with requirements.

Ability to work outside in various temperatures and inclement weather for extended periods of time.

At the time of hire and periodically, in accordance with requirements, must pass a drug test. Will be required to sign a "Condition of Employment" form in accordance with the Department of the Army Drug-Free Federal Workplace Program.

At the time of hire and annually, in accordance with requirements, must meet the established medical screening requirements.

Must meet physical fitness and agility standards established in accordance with the Directives. Separate entry level and annual maintenance programs will be followed in accordance with State and Federal NGB policies.

Must never have been convicted of domestic violence; other convictions will be addressed on an individual basis.\*

Must possess and maintain a valid driver's license to operate a motor vehicle in New York State.\*

\* Employees must notify their supervisor and State Human Resources of any changes in licensures or convictions.

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed – dependent on current regulation, a SECRET clearance may be required.

At all times, the employee MUST maintain minimum standards in accordance with current, and as amended, agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for any further information regarding the position requirements.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

**Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.**

E-mail to: [ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil)

FAX to: (518) 786-6085

Phone: (518)786-4830

\*Please include availability when applying\*

Mail to:  
New York State Division of Military and Naval Affairs  
State Human Resources Management  
330 Old Niskayuna Road  
Latham, New York 12110-3514  
Attn: Classifications

**POSITION WILL BE POSTED CONTINUOUSLY.**

**VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.**

Subject of  
Interview:

ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.

POSTED: AUGUST 14, 2024

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New York State is an Equal Opportunity/Affirmative Action Employer.