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

VACANCY ANNOUNCEMENT #26-117

CLOSING DATE: SEPTEMBER 24, 2026

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.

Title:	Facilities Security Associate 1
Locations:	New York State Division of Military and Naval Affairs (DMNA): • Latham Headquarters Shift: Thursday-Monday, 11:30pm-7:30am
Salary Grade:	SG-9
Salary Range:	Current Start Rate: $44,560* Job Rate: $54,773 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	Under the supervision of the Facilities Manager, Officer In Control & Charge (OIC&C), Director of Facilities Management, or other appropriate professional or designated supervisor, the Facilities Security Associate 1 perform restricted patrol and observation duties primarily for the protection of government property from accidental damage, fire, and theft as well as monitor and coordinate the entry and egress of visitors to the Latham Headquarters facility. The Facilities Security Associate 1 will perform all duties and responsibilities of the position as would be required of the Security Services Assistant 1. The Facilities Security Associate 1 is expected to perform duties with considerable knowledge, independence, and professionalism. When necessary or specifically designated, they may be considered a second-level supervisor or assist supervisors in providing supervision or oversight to subordinate staff as assigned. The position performs responsibilities in accordance with National Guard Bureau (NGB) standards specifically requirements of the Master Cooperative Agreement between the NGB and the DMNA, as well as agency and labor contract duties and responsibilities – current and as amended. **<u>The duties of the position include, but are not limited to the following:</u>**

	• Enforces building and security regulations, maintains order, and provides information and assistance to agency employees and visitors. • Patrols/protects location perimeters and Mission Essential or Vulnerable Areas (MEVA) to detect or deter unauthorized entry. This includes building and grounds walk-throughs of assigned areas, stopping to inspect various checkpoints and to punch designated watch stations, to detect and deter security breaches, theft, vandalism, equipment failures, fire hazards, and building maintenance problems. • Acts as an initial point of contact for employees, vendors and visitors to the joint use headquarters in Latham, New York. • Controls entry to and egress from the joint use headquarters via designated facility control points. • Conducts vehicle inspections in support of the installation security program. • Reports all situations or conditions threatening the health and safety of persons or government property to the facility manager, OIC&C or other appropriate supervisor or appropriate local law enforcement as required. • Attends to National, State, and various other flags as directed. • Operates and monitors safety equipment and security devices such as video cameras, and related accessories; and reports any malfunctions immediately to the proper supervisor. • May operate a motor vehicle to patrol building exterior and surrounding areas or to transport people or cargo in emergency situations. • 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 initiate appropriate response forces when necessary. • Tracks vehicle registration and issues ID cards for agency employees in accordance with Agency and NGB requirements. • Answers security desk switchboard and records and/or refers callers and messages to appropriate people. • Prepares written reports of shift activities, including actions taken to report or resolve incidents or problems. • Exercises good judgment as to the seriousness of problems encountered and the need for immediate action. • Responds to calls for assistance in handling emergency situations: such as calls for assistance for sick and injured. Completes accident report as part of the occupational injury process. • Assists in building evacuation in the event of a fire or bomb threat. As directed, may assist police and/or fire department at the scene of an incident. • Wears appropriate uniform and presents a clean and neat appearance. • Periodic training may be required and provided as part of the regular job duties and responsibilities as necessary to meet operational needs and regulations to include, but not limited to, Use of Force Rules of Engagement and other pertinent matters covered in the Directives. • May periodically be required to travel to other facilities/locations, to attend training or to perform job related duties as needed.

	• 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 throughout employment, employee will be required to undergo medical and fitness examinations to assess their ability to perform the essential duties of the position. • Other duties as assigned in accordance with Directives and Agency procedures. • Overtime may be required. • Facilities Security Associate 1 assigned to a supervisory role will provide technical security direction to staff, finalize written reports of unit activities and participate in hiring and other personnel matters. Will be responsible for disseminating security program updates and policy revisions received from agency management. Schedule patrols and shifts for staff. Approving time off and sign timecards. Assisting/completing performance evaluations. **<u>JOB REQUIREMENTS:</u>** • Requires social skills in dealing with agency employees and visitors in exchanges of information, inquiries, and emergency situations. • Ability to understand agency and program policies, procedures, rules, and regulations. • Ability to recognize breaches of security and maintenance problems. • Ability to stand and walk for extended periods of time. • Must have the ability to use ladders and lifts and be comfortable working at heights. • Must be able to push, pull and/or lift objects of at least 50 pounds. • Must have the ability to perform tasks with minimal supervision. • Demonstrate characteristics of honesty, courtesy, reliability, integrity, trustworthiness, and cooperation. • Good mental and physical fitness are requirements of the job. • Good verbal and written communication skills including the ability to write and prepare clear and concise reports and notifications. • Knowledge of first aid procedures. • May be required to attend First Aid Class and/or be certified in the use of automated external defibrillators (AEDs). • Ability to supervise and train subordinate staff. • Provide consultation and input on policies, procedures and best practices.
Minimum Qualifications:	One (1) year of full-time permanent experience as a state Security Services Assistant 1 (or similar title), SG-6 or higher salary grade in safety and security and demonstrated ability to perform the requirements of the position. **OR** Facilities Security Associate 1: Must have a current registration as a Security Guard with the New York Department of State and have successfully completed the 8-hour pre-assignment training program. Registration must remain current throughout employment,

AND

Two (2) years of full-time experience performing safety and security duties with demonstrated relevance to the above.

AND (All)

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. 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, will be professionally evaluated and must meet the established medical screening and physical fitness requirements in accordance with NGB and agency 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.

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. **

* Facilities Security Associate 1 positions will only provide supervision if directly designated to do so by their supervisor and approved by State Human Resources (MNHS).

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

Should related systems, regulations, procedures, and requirements change, additional training and/or certifications may be required.

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 agency requirements and directives noted above; 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 Management for any further information regarding the position requirements.
How to Apply:	To be considered for an interview, please submit your cover letter and resume to one of the following: **BY E-MAIL (PREFERRED METHOD):** Send to: ng.ny.nyarng.mbx.mnhs-job-posting@army.mil **Subject line to say: Job Title and Location** **BY MAIL:** New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications **BY FAX:** (518) 786-6085 **Fax Cover sheet to say: Job Title and Location** In your submission, please be sure to indicate **what position and location you are applying to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade. **ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY SEPTEMBER 24, 2026.** **Vagueness and omissions will not be resolved in your favor.** For questions, please reach out to State Human Resources at (518) 786-4830.

Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. 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. *New York State Division of Military and Naval Affairs (DMNA) is an equal opportunity employer. NYS Human Rights Law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, gender identity, prior conviction records, prior arrests, youthful offender adjudications, or sealed records.* *If you require a reasonable accommodation during the application process due to a disability or medical condition, you may request it by contacting the personnel team at ng.ny.nyarng.mbx.mnhs-job-posting@army.mil. They will work with you and the agency's Designee for Reasonable Accommodation (DRA) to assist you.*
POSTED: SEPTEMBER 9, 2026	

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