



**DATE:** April 16, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is not a competitive class position.)

**FROM:** Juan Figueroa, Sheriff  
Ulster County Law Enforcement Center  
380 Boulevard, Kingston, NY 12401

**JOB VACANCY:** Security Guard / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Sheriff's Building

**SALARY:** \$22.87/ hour (Grade 9)

**FILL DATE:** May 7, 2025

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for the maintenance of security and order in county buildings and grounds. This class is distinguished from that of Security Attendant in that Security Guards have greater responsibility for protecting county property and the welfare of employees and visitors. The work is performed under general supervision with the employee exercising personal judgment in handling problem situations in conformance with established agency policies and procedures. Supervision is not normally exercised over the work of others. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices and procedures of security work; good knowledge of safety techniques and fire prevention; good knowledge of first aid techniques; ability to deal effectively with others; ability to think and act quickly in the event of an emergency; ability to remain clear and decisive in emergency and stressful situations; ability to quell disturbances using physical force if necessary; willingness to work nights or on holidays as the need arises; integrity; dependability; good judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One year of full-time paid, or its part-time equivalent, experience in law or security enforcement.

**Special Requirement:** Possession of a valid New York State Driver's license in agencies where the operation of a motor vehicle is required.

**Note:** Effective July 12, 1993, Chapter 336 of the Laws of 1992 established requirements that individuals in public and private sector employment, whose principal responsibility is to perform security guard duties, must be registered with the New York State Department of State and complete a pre-assignment training. Anyone hired after December 31, 1993, will have to complete the registration and training prior to performing the duties of the position.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.