



## Review Vacancy

**Date Posted:** 12/05/23

**Applications Due:** 12/15/23

**Vacancy ID:** 145464

### Position Information

<b>Agency</b>	State Comptroller, Office of the
<b>Title</b>	Executive/Dignitary Protection (Confidential Aide), Item #00099
<b>Occupational Category</b>	Other Professional Careers
<b>Salary Grade</b>	NS
<b>Bargaining Unit</b>	M/C - Management / Confidential (Unrepresented)
<b>Salary Range</b>	From \$92000 to \$122850 Annually
<b>Employment Type</b>	Full-Time
<b>Appointment Type</b>	Temporary
<b>Jurisdictional Class</b>	Exempt Class
<b>Travel Percentage</b>	80%

### Schedule

<b>Workweek</b>	Variable
<b>Hours Per Week</b>	37.5

### Workday

<b>From</b>	8 AM
<b>To</b>	4 PM
<b>Flextime allowed?</b>	No
<b>Mandatory overtime?</b>	Yes

<b>Compressed workweek allowed?</b>	No
<b>Telecommuting allowed?</b>	No

### Location

<b>County</b>	New York
<b>Street Address</b>	Office of the New York State Comptroller 59 Maiden Lane
<b>City</b>	New York
<b>State</b>	NY
<b>Zip Code</b>	10038

### Job Specifics

<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>· Ten years of full-time experience as a Municipal police officer, Deputy Sheriff, New York State Trooper, or Federal Law Officer of which three years must have involved providing supervision at the rank of Sergeant or above (see Note 1); and,</li> <li>· Six years of full-time experience in executive protection and public setting threat assessment for high-profile public officials.</li> <li>· The authority to carry and conceal a firearm in New York State and under the federal Law Enforcement Officers' Safety Act (see Note 2), and;</li> <li>· Possession of a valid New York State driver's license (see Note 2).</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>· A bachelor's degree in criminal justice or Sociology may be substituted for the three years of supervisory experience.</li> <li>· Must maintain c) and d) as a condition of employment.</li> </ul>
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**Duties  
Description**

Thoroughly investigates all sites prior to appearance of the Comptroller.

- Secures all unauthorized entrances and exits.
- Meets with organizers to determine agenda and schedule of events.
- Identifies and investigates background of all individuals appearing with Comptroller.
- Determines quickest means of egress in the event of an emergency or crisis.
- Alerts Comptroller to any potential danger or hazard and suggests appropriate course of action.

Shares responsibility of driving Comptroller with other members of Comptroller's staff.

- Identifies locations and routes to and from scheduled events.
- Travels statewide and out of state, as necessary.
- Frequent overnight travel.
- Required to be always on-call.

As requested.

- Identifies and investigates background of all individuals appearing with Comptroller.
- Meets with organizers and security personnel to determine agenda, logistics, and schedule of events.

In the event of a personal emergency, quickly subdues and neutralizes any individual intent on bodily harm using appropriate level of force required.

**Additional  
Comments**

Knowledge, Skills and Abilities:

- Demonstrated experience in executive protection and public setting threat assessment.
- Thorough law enforcement knowledge.
- Excellent communication skills.
- Demonstrated ability to professionally interact with high-level municipal and government officials and local law enforcement.
- High moral character and ethical standards.
- Skilled in the use of firearms.
- A physical condition commensurate with the demands of the position.

Some positions may require additional credentials or a background check to verify your identity.

**Contact Information**

<b>Name</b>	Jennifer Brantigan
<b>Telephone</b>	(518) 474-1924
<b>Fax</b>	(518) 486-6723
<b>Email Address</b>	recruit@osc.state.ny.us

**Address**

<b>Street</b>	Office of Human Resources 110 State Street, 12th Floor
<b>City</b>	Albany
<b>State</b>	NY
<b>Zip Code</b>	12236

<b>Notes on Applying</b>	<p>Submit a clear, concise cover letter and resume stating how you meet the above minimum qualifications to recruit@osc.ny.gov, no later than December 15, 2023. Reference Item #00099-OER-JMB in the subject line and on the cover letter for proper routing.</p> <p>If you have questions about this vacancy, please contact this Division representative: Division contact: Catherine Lavoy clavoy@osc.ny.gov</p> <p>When responding, please include the reference number from this section only. The StateJobsNY website Vacancy ID # should not be included.</p>
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