



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 21404

POSITION TITLE: RESOURCE COORDINATOR III **JG: 21**

LOCATION: NYC CRIMINAL COURT
MANHATTAN FELONY COURT

BASE SALARY: \$ 58,298 + LOCATION PAY \$3,697

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Masters Degree from an accredited college or university and one (1) year of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Bachelors Degree from an accredited college or university and three (3) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and four (4) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Resource Coordinators III report to the Project Director and/or Chief Clerk and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators III are responsible for analyzing cases, determining treatment, counseling and intervention options in order to make recommendations to the Court. Resource Coordinators III act as liaisons between the Court and Case Managers and act as the courtroom representative for problem solving parts and units. Resource Coordinators III supervise five (5) or more case managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT:

Duties in the Manhattan Treatment Court include overseeing the work of the Case Managers, representing the treatment court before the judge in the courtroom, and interacting with outside agencies.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

JUSTIN BARRY
CHIEF CLERK VII
NEW YORK CITY CRIMINAL COURT
NYS OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET- ROOM 1110
NEW YORK, NEW YORK 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 12, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 3, 2014

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.