



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 10404

---

**POSITION TITLE:** CASE MANAGER I **JG: 16**

**LOCATION:** NASSAU COUNTY  
FELONY DRUG TREATMENT COURT

**BASE SALARY:** \$44,504 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Bachelors 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** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and two (2) 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:**

Case Managers I report to the Chief Clerk and Project Director and work in problem solving parts and units. Case Managers I develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers I prepare written reports and maintain case files on participants. Case Managers I may also perform other related duties.

**ASSIGNMENT:**

This position is assigned to the Nassau County Court Felony Drug Treatment part and reports to the Chief Clerk, Case Management Coordinator, Project Director and/or Resource Coordinator. Duties include but are not limited to: conducting assessments of defendants for participation in court-monitored substance abuse treatment; submitting detailed recommendations regarding defendants' eligibility to participate in treatment; referring and placing defendants in community-based treatment programs; monitoring defendants' participation in community-based treatment programs; submitting detailed updates to Court and parties regarding treatment participation; and conducting court mandated drug testing. Travel may be required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

PAUL LAMANNA, ESQ.  
DISTRICT EXECUTIVE  
DISTRICT ADMINISTRATIVE OFFICE  
100 SUPREME COURT DRIVE, ROOM 136  
MINEOLA, NEW YORK 11501

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

---

**POSTING DATE:** December 8, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 22, 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.**

---

---