



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26608

POSITION TITLE: CASE TECHNICIAN **JG: 12**

LOCATION: SUPREME COURT, KINGS COUNTY - CRIMINAL TERM

BASE SALARY: \$36,865 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: A High School Diploma and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

Preference may be given to applicants with a Bachelor of Science degree and experience working with the criminal justice and substance abusing populations. Knowledge of Windows and Microsoft Excel is a plus.

DISTINGUISHING FEATURES OF WORK:

Case Technicians report to Case Managers and Resource Coordinators and work in problem solving parts. Case Technicians are responsible for providing technical and administrative support services to specialized parts. Case Technicians may also perform other related duties.

ASSIGNMENT:

The position will report directly to the project director and oversee all office management duties. Under the supervision of the project director the ideal candidate will assist with special projects related to the enhancement and expansion of Brooklyn Treatment Court.

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 by email to KCSC-Criminal-Employment@nycourts.gov please reference posting #26608 in subject line) or by mail to:

ANN K . BADER
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM
HUMAN RESOURCES DEPARTMENT
320 JAY STREET, ROOM 4.110
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 19, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 11, 2016

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