



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 6604

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

**LOCATION:** 6<sup>th</sup> JUDICIAL DISTRICT  
BINGHAMTON DRUG TREATMENT COURT

**BASE SALARY:** \$37,603

**CLASSIFICATION:** NON-COMPETITIVE / TEMPORARY  
**THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING THROUGH SEPTEMBER 30, 2018**

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

**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:**

This position provides technical and administrative support to the Binghamton Drug Treatment Court. Duties include but are not limited to: conducting orientation of participants; preparing files for new cases; conducting court mandated drug testing using specialized equipment; assisting in conducting work readiness and life skills workshops; data entering participant information; and communicating with community service organizations.

**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 by email to [6jdemployment@nycourts.gov](mailto:6jdemployment@nycourts.gov) or mail to:

ALANNA VROMAN  
HUMAN RESOURCES  
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
THE KILMER BUILDING  
31 LEWIS STREET, 5<sup>TH</sup> FLOOR  
BINGHAMTON, NY 13901

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

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**POSTING DATE:** March 10, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 31, 2016

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