



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 7609

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**POSITION TITLE:** RESOURCE COORDINATOR II **JG: 18**

**LOCATION:** 7<sup>th</sup> JUDICIAL DISTRICT  
STEUBEN COUNTY DRUG COURT

**BASE SALARY:** \$52,816

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Bachelors Degree from an accredited college or university 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 Credentialed Alcoholism and Substance Abuse Counselor (CASAC) 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 An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Resource Coordinators II report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators II are responsible for establishing and maintaining relationships with community partners and service providers. Resource Coordinators II act as liaisons between the court and Case Managers and act as the courtroom representative for problem solving parts and units and supervise two (2) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators II prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

**ASSIGNMENT:**

This position will serve as coordinator of the Drug Courts in Steuben County Court, Corning City Court and Hornell City Court. Duties and responsibilities include: reviewing work of case managers and other subordinate staff; establishing relationships with community partners and service providers; performing agency site visits; case management including inputting data, modifying databases, and preparing reports; providing referrals to appropriate treatment programs; monitoring participants' progress in treatment and providing updates at scheduled court appearances; conducting psycho-social evaluations; and assisting in development of grant applications.

**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 and cover letter by email to [7thhumanresources@nycourts.gov](mailto:7thhumanresources@nycourts.gov) or by fax (585) 784-4231 or mail to:

AMY FIELDS - HUMAN RESOURCES  
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
HALL OF JUSTICE, ROOM 161  
ROCHESTER, NY 14614-2184  
(585) 371-3266

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

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**POSTING DATE:** October 14, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 4, 2016

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