



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 8802

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

**LOCATION:** 8<sup>th</sup> JUDICIAL DISTRICT  
ALLEGANY & WYOMING IDV COURTS

**BASE SALARY:** \$54,947

**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:**

The appointee to this position will be assigned as the Resource Coordinator for the Integrated Domestic Violence Parts in Allegany County and Wyoming County. The appointee develops and implements protocols with off-site agencies, facilitates linkages with community service providers, works collaboratively with attorneys, staff and criminal justice and social service agencies to coordinate delivery of services for litigants, identifies and monitors appropriate services for court referrals, and is responsible for regular identification of eligible cases for transfer to the IDV Court. The appointee will also oversee the submission of required reports and compliance-related paperwork to aid the judge in monitoring litigants' compliance with court directives for each court appearance and timely gather and organize information concerning litigants from a variety of sources. The appointee is to attend meetings concerning the operation of the IDV Court and may perform clerical duties as directed by the Chief Clerk of the Court. Clerical assistance will be required in both Allegany/Wyoming County Supreme & Family Courts. Travel between Allegany County and Wyoming County will 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:

DAWN LUKASIEWICZ  
PRINCIPAL COURT ANALYST  
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
92 FRANKLIN STREET  
BUFFALO, NY 14202

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

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**POSTING DATE:** May 3, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 24, 2018

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