



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

PLEASE POST  
ANNOUNCEMENT NO. 21405

**POSITION TITLE:** CASE MANAGER I **JG:** 16  
**LOCATION:** NYC CRIMINAL COURT  
MANHATTAN TREATMENT COURT/MANHATTAN JUDICIAL DIVERSION PARTS  
**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:** Duties in the Manhattan Treatment Court/Manhattan Judicial Diversion Parts include 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 monitored urine toxicology screens.

**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:

JUSTIN BARRY  
CHIEF CLERK VII  
NEW YORK CITY CRIMINAL COURT  
NYS OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET- ROOM 1110  
NEW YORK, NEW YORK 10004

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

**POSTING DATE:** July 10, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 31, 2014

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