



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 21437

POSITION TITLE: RESOURCE COORDINATOR III **JG: 21**

LOCATION: NEW YORK CITY CRIMINAL COURT

BASE SALARY: \$ 73,897 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Master's Degree from an accredited school of social work 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** Bachelors Degree from an accredited college or university 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** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and four (4) 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 III report to the Project Director and/or Chief Clerk and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators III are responsible for analyzing cases, determining treatment, counseling and intervention options in order to make recommendations to the Court. Resource Coordinators III act as liaisons between the Court and Case Managers and act as the courtroom representative for problem solving parts and units. Resource Coordinators III supervise five (5) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT: This position will be assigned to the Bronx Treatment Court. Duties and responsibilities include but are not limited to: reviewing the work of Case Managers, Resource Coordinators, and other subordinate staff; assisting with program development and planning; reviewing case files and client progress and making recommendations to Coordinators and Judge(s); screening and approving interventions and treatment plans; creating statistical reports and overseeing the completion of reports and compliance related paperwork; participating in case conferences with the Judge(s) along with staff; developing and implementing best practices and assisting with training when necessary as well as performing agency site visits.

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 must 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 cover letter and resume by email to crim100C_jobposting@nycourts.gov or by mail to:

ANTONIO DIAZ
CHIEF CLERK
NEW YORK CITY CRIMINAL COURT
100 CENTRE STREET
NEW YORK, NEW YORK 10013

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: October 7, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 4, 2024

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.