



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 25426

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**POSITION TITLE:** RESOURCE COORDINATOR I **JG: 16**

**LOCATION:** SUPREME COURT, BRONX COUNTY- CRIMINAL TERM

**BASE SALARY:** \$56,411 + \$ 4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Bachelor's 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:** Resource Coordinators I report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators I are responsible for establishing and maintaining relationships with community partners and service providers; act as the courtroom representative for problem solving parts and units; prepare written reports, update computer programs and maintain case files. Resource Coordinators I may also perform other related duties.

**ASSIGNMENT:** The Resource Coordinator I position will be assigned to the IDV part and will serve as a liaison between the court and all relevant services, agencies, and programs. Duties include but are not limited to: establishing relationships with community partners and service providers; performing agency site visits; case management including inputting data, modifying databases, and preparing reports; interviewing and assessing participants to determine need for services; providing referrals to appropriate treatment programs; monitoring participants' progress in treatment and providing updates at scheduled court appearances; assisting in development of grant applications and monitoring cases in Family and Criminal Court which may be IDV eligible.

**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 cover letter and resume by email to [hrbxsupcrim@nycourts.gov](mailto:hrbxsupcrim@nycourts.gov) (please reference posting #25426 in subject line) or by mail to:

IVY PERRY  
HUMAN RESOURCES DEPARTMENT  
BRONX SUPREME COURT – CRIMINAL TERM  
265 E.161<sup>st</sup> STREET – ROOM 895  
BRONX, NY 10451

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

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**POSTING DATE:** May 31, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 28, 2024

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