



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 4424

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**POSITION TITLE:** PROJECT DIRECTOR I **JG: 23**

**LOCATION:** 4<sup>th</sup> JUDICIAL DISTRICT  
DISTRICT ADMINISTRATIVE OFFICE

**BASE SALARY:** \$ 82,198

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Master's Degree from an accredited school of social work 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** Bachelors Degree from an accredited school of social work 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** Credentialed Alcohol and Substance Abuse Counselor Certificate (CASAC) and five (5) 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:** Project Directors I report to the Chief Clerk and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Project Directors I report to the Chief Clerk and are responsible for overseeing the work of Resource Coordinators, Case Managers and Case Technicians. Project Directors I prepare written reports, maintain statistical records, coordinate grant management and develop links with outside social service agencies. Project Directors I may also be responsible for providing District wide support and supervision to problem solving parts. They may also perform administrative and other related duties.

**ASSIGNMENT:** The Project Coordinator I will be assigned to the 4<sup>th</sup> Judicial District and will spearhead the development of new problem-solving courts within the district while supervising the operation of current problem-solving courts and court staff. Duties will also include but are not limited to: acting as the district's liaison for the problem-solving courts; assisting with the interviewing and hiring of new resource coordinators and case managers; covering or assigning coverage for long term absences/vacancies; budgeting for and purchasing drug testing supplies; reviewing and updating MOUs and program forms; interacting with community organizations and stakeholders; gathering statistical data and preparing reports; participating in case conferencing with treatment teams; and recommending areas of needed training. Occasional travel throughout the district may 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 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [4JDJobs@nycourts.gov](mailto:4JDJobs@nycourts.gov) or by mail to:

JOANNE M. MANN  
DISTRICT EXECUTIVE  
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
101 STATE FARM PLACE, SUITE 100  
MALTA, NY 12020  
518-285-5099

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

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**POSTING DATE:** June 24, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 22, 2024

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**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.**

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