



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 4506

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**POSITION TITLE:** CASE MANAGER I **JG:** 16

**LOCATION:** 4<sup>th</sup> JUDICIAL DISTRICT  
SCHENECTADY COUNTY FAMILY COURT

**BASE SALARY:** \$56,411

**CLASSIFICATION:** NON-COMPETITIVE  
**THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING THROUGH SEPTEMBER 2025**

**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 include but are not limited to: provide case management and monitoring services for Schenectady Family Court & Treatment Court, including interview participants to determine needs for services; refer participants to psychological or counseling services; report participant compliance on programs and recommend sanctions; make preliminary case recommendations to the court; determine progress and need for services; and work to strengthen parent-child relationships.

**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 [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.](#)**

**POSTING DATE:** January 23, 2025 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 20, 2025

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