



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 5415

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

**LOCATION:** 5<sup>th</sup> JUDICIAL DISTRICT  
UTICA CITY DRUG COURT

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

**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:** This position will be assigned to Utica City Drug Court but will be required to cover other problem solving courts in Oneida and/or Herkimer Counties as well as other locations in the Fifth Judicial District based on the needs of the Unified Court System. Duties include but are not limited to: providing case management and monitoring services to substance abusing defendants which includes interviewing participants to determine need for services; referring participants to psychological or medical counseling services; conducting psycho-social evaluations and preparing corresponding reports; reporting participant compliance on programs and recommend sanctions; making preliminary case recommendations to the court; determining progress and need for services; and preparing clients for discharge to the community and conduct court mandated drug testing. Travel will 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 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)), cover letter and resume at [5JDJobs@nycourts.gov](mailto:5JDJobs@nycourts.gov) or mail to:

DONALD C. DOERR, ESQ  
DISTRICT EXECUTIVE  
FIFTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
600 SOUTH STATE STREET, ROOM 300  
SYRACUSE, NEW YORK 13202

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

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**POSTING DATE:** June 7, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 5, 2024

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