



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 5508

---

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

**LOCATION:** 5<sup>th</sup> JUDICIAL DISTRICT  
ONEIDA COUNTY FAMILY COURT

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

**CLASSIFICATION:** NON-COMPETITIVE - TEMPORARY

**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:** 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:** This position will be assigned to Oneida County Family Court, funded under a 5-year federal grant, located between Rome and Utica Family Court, in the Family Treatment Court parts and units. Duties include but are not limited to: working with the Project Director to maintain comprehensive records of grant activities and communication; preparing narrative grant reports; conduct questionnaires, data collection and entry; providing case management and monitoring services to substance abusing and/or mental health disorder defendants which includes interviewing participants to determine need for services; referring participants to psychological or medical counseling services; conducting psych-social evaluations and preparing corresponding reports; reporting participant compliance on programs and recommend sanctions; making preliminary case recommendation to court; determining progress and need for services; and preparing clients for discharge to the community and conduct court mandate drug testing. Travel is 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)) and a resume and cover letter by email to [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.](#)**

**POSTING DATE:** February 13, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 13, 2025

---

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.

---