



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 9511

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

**LOCATION:** 9<sup>th</sup> JUDICIAL DISTRICT  
ORANGE COUNTY PROBLEM SOLVING COURTS

**BASE SALARY:** \$56,411 + \$2,388 LOCATION PAY

**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:** 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 candidate will be assigned to the Orange County Problem Solving Unit to support the daily operation of the various Problem-Solving Courts and Domestic Violence parts in Orange County. Duties include but are not limited to: assisting with data collection, providing case management and monitoring services to individuals who have become involved in the criminal justice system and are struggling with substance abuse and/or mental health issues (including interviewing participants to determine need for services, referring participants to services, conducting psycho-social evaluations and preparing reports); reporting participant compliance on programs in court and recommending rewards and sanctions, making preliminary case recommendations to the court; determining progress and need for services preparing clients for discharge to the community; conducting observed drug testing; performing community outreach to raise awareness of this court; and any other functions as needed in the Orange County Problem Solving Court programming. The coordinator will regularly interface with State and local service agencies and will continue work on program development. 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 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 [9jEmployeeinformation@nycourts.gov](mailto:9jEmployeeinformation@nycourts.gov) or by mail to:

HON. ANNE E. MINIHAN, J.S.C.  
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD  
WHITE PLAINS, NY 10601

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

**POSTING DATE:** February 3, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 3, 2025

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