



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 10503

---

**POSITION TITLE:** CASE TECHNICIAN **JG: 12**

**LOCATION:** NASSAU COUNTY COURT

**BASE SALARY:** \$35,434 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** A High School diploma and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Case Technicians report to Case Managers and Resource Coordinators and work in problem solving parts. Case Technicians are responsible for providing technical and administrative support services to specialized parts. Case Technicians may also perform other related duties.

**ASSIGNMENT:**

This position will be assigned to the Felony Treatment Part and is responsible for the supervision of the drug testing process. Duties include but are not limited to: providing technical and administrative support to the part; conducting orientation of participants; preparing files for new cases; conducting court mandated drug testing and related quality control and chain of custody; and working with Case Managers and Resource Coordinators to assist with case management.

**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 to:

PAUL LAMANNA, ESQ.  
DISTRICT EXECUTIVE  
DISTRICT ADMINISTRATIVE OFFICE  
100 SUPREME COURT DRIVE, ROOM 136  
MINEOLA, NEW YORK 11501  
(516) 493-3001

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

---

**POSTING DATE:** August 19, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 10, 2015

---

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.

---