



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 21401

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**POSITION TITLE:** PROJECT DIRECTOR I **JG: 23**

**LOCATION:** CRIMINAL COURT, NEW YORK CITY  
STATEN ISLAND TREATMENT COURT

**BASE SALARY:** \$ 64,834 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Masters Degree from an accredited school of social work 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** Bachelors Degree from an accredited school of social work and four (4) years 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 five (5) 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:**

Project Directors I report to the Chief Clerk and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Project Directors I report to the Chief Clerk and are responsible for overseeing the work of Resource Coordinators, Case Managers and Case Technicians. Project Directors I prepare written reports, maintain statistical records, coordinate grant management and develop links with outside social service agencies. Project Directors I may also be responsible for providing District wide support and supervision to problem solving parts. They may also perform administrative and other related duties.

**ASSIGNMENT:**

Duties in the Staten Island Treatment Court include acting as the supervisor of the treatment court, overseeing the work of the Case Managers and acting as the primary contact person for outside agencies.

**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:

JUSTIN BARRY  
CHIEF CLERK VII  
25 BEAVER STREET - RM 1110  
NEW YORK, NEW YORK 10004

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

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**POSTING DATE:** March 18, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 1, 2014

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