



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 22908

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

**LOCATION:** FAMILY COURT, CITYWIDE

**BASE SALARY:** \$ 42,789 + LOCATION PAY \$3,555  
This is a grant funded position for one year with the possibility of renewal

**CLASSIFICATION:** **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:** **CITYWIDE** - The position includes providing liaison services between the Family Court and staff of the Alternative to Detention Program for juvenile delinquency cases. Coordinator will help distribute risk assessment reports and reports on the progress of program participants and maintain contact with the programs. The coordinator will also be responsible for collecting data and creating statistical reports and monitoring the number of participants in the program.

**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 three (3) months. Position(s) available at the present time: 5

**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:

PETER J. PASSIDOMO, ESQ  
CHIEF CLERK VII  
FAMILY COURT, NYC  
60 LAFAYETTE STREET - 11<sup>TH</sup> FLOOR  
NEW YORK, NY 10013

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

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**POSTING DATE:** November 4, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 25, 2009

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**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY**

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