



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 24401

---

**POSITION TITLE:** CASE MANAGER II **JG: 18**

**LOCATION:** SUPREME COURT, CRIMINAL BRANCH - NEW YORK COUNTY

**BASE SALARY:** \$44,504 + \$3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Bachelors Degree from an accredited college or university 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**  
Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and three (3) 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.

\*Preference will be given to multilingual candidates.

**DISTINGUISHING FEATURES OF WORK:**

Case Managers II report to the Chief Clerk and Project Director and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Case Managers II oversee the work of Case Managers I and Case Technicians and handle a speciality case load of participants with the most complex issues or special needs. Case Managers II also develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers II prepare written and statistical reports and maintain case files on participants. Case Managers II may also perform other related duties.

**ASSIGNMENT:** SUPREME COURT, CRIMINAL BRANCH - NEW YORK COUNTY

**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:

BARRY CLARKE, ESQ.  
CHIEF CLERK VII  
SUPREME COURT, NEW YORK COUNTY - CRIMINAL TERM  
100 CENTRE STREET, ROOM 1010  
NEW YORK, NY 10013

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

---

**POSTING DATE:** July 2, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 24, 2014

---

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.

---