



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26405

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

LOCATION: SUPREME COURT, KINGS COUNTY - CRIMINAL TERM

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

CLASSIFICATION: NON-COMPETITIVE / TEMPORARY
THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING THROUGH SEPTEMBER 30, 2018

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

Preference may be given to applicants with an Associates degree and experience working with substance abuse population, as well as strong organizational and interpersonal skills and familiarity with the Criminal Justice system. Experience with computers and windows based programs is also a plus.

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's primary responsibility will be to serve as Intake Coordinator for Brooklyn Treatment Court. Duties include, but are not limited to: orientation of new clients, preparing new case files, maintenance and distribution of supply inventory, monitoring activity in Treatment Court waiting area, supervising clients' required urine samples, preparing traffic flow reports, coordinating escorts, serving as back up Lab Technician, performing data entry and overseeing general maintenance of the Treatment Center.

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) and a resume by email to KCSC-Employment@nycourts.gov (please reference posting #26405 in subject line) or by mail to:

PATRICIA CREEGAN
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM
HUMAN RESOURCES DEPARTMENT
320 JAY STREET, ROOM 4.110
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 8, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 30, 2014

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