



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3301

POSITION TITLE: RESOURCE COORDINATOR II

JG: 18

LOCATION: DOMESTIC VIOLENCE COURT
Albany City Court - Criminal Part
One Morton Avenue
Albany, NY 12202

BASE SALARY: \$ 49,777

CLASSIFICATION: NON-COMPETITIVE / TEMPORARY

THIS POSITION IS TEMPORARY SUBJECT TO GRANT FUNDING FOR THREE (3) YEARS

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.

Strong computer skills including experience with database management are preferred.

DISTINGUISHING FEATURES OF WORK:

Resource Coordinators II report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators II are responsible for establishing and maintaining relationships with community partners and service providers. Resource Coordinators II act as liaisons between the court and Case Managers and act as the courtroom representative for problem solving parts and units and supervise two (2) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators II prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT:

THIS POSITION IS TEMPORARY SUBJECT TO GRAND FUNDING FOR THREE (3) YEARS. Under the direct supervision of the Chief Clerk, duties include but are not limited to: acting as a coordinator for the Domestic Violence Court in Albany County; preparing court calendars, scheduling cases, and recording case activity in various computer databases used by the Domestic Violence Part; and organizing and overseeing the cooperation between court programs and social service agencies. Travel to other Domestic Violence Courts throughout the 3rd Judicial District may be required.

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 to:

Carol Schongar, District Executive
Third District Administrative Judge's Office
2500 Pond View, Suite 210
Castleton-On-Hudson, NY 12033
(518) 285-8300

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 2, 2013

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 23, 2013

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