



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NASSAU COUNTY

PLEASE POST
ANNOUNCEMENT #10910

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

LOCATION: NASSAU COUNTY - 10TH JUDICIAL DISTRICT

BASE SALARY: \$42,789 + LOCATION PAY: \$3,555

CLASSIFICATION: NON-COMPETITIVE/INDEFINITE

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
CREDENTIALLED 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: THE INDIVIDUAL SELECTED FOR THIS POSITION MAY BE ASSIGNED TO ANY OF THE PROBLEM SOLVING PARTS WITHIN THE DISTRICT.

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: 1.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) AND A RESUME TO:

KENNETH ROLL, CHIEF CLERK IV
DISTRICT COURT
99 MAIN STREET
HEMPSTEAD, NEW YORK 11550

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: OCTOBER 28, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: NOVEMBER 18, 2009

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