



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 11003**

POSITION TITLE: **Resource Coordinator II** **JG: 18**

LOCATION: Supreme Court, Suffolk County (Riverhead/Central Islip)

BASE SALARY: \$49,777 + \$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.

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: Under the direction of the Chief Clerk, the East End Integrated Domestic Violence Court's Resource Coordinator's duties include but are not limited to coordination of operations, case management, preparation of written reports, maintaining statistical databases, and serving as liaison with other government and community agencies and court administrators. The Resource Coordinator may also be assigned to assist the IDV Court in Central Islip. This position may include travel to the Town and Village Justice Courts on the East End of Long Island.

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 .

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

MICHAEL SCARDINO, CHIEF CLERK
SUFFOLK COUNTY SUPREME CLERK
1 COURT STREET
RIVERHEAD, NY 11901

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 17, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 31, 2010

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