



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO.11005**

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**POSITION TITLE:** PROJECT DIRECTOR II **JG: 25**

**LOCATION:** Central Islip, Cohalan Court Complex

**BASE SALARY:** \$72,285 + \$3,697 LOCATION PAY

**CLASSIFICATION:** Non-competitive/Confidential

**QUALIFICATIONS:**

Master's Degree from an accredited school of social work 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** Bachelors Degree from an accredited school of social work and five (5) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Credentialed Alcohol and Substance Abuse Counselor Certificate (CASAC) and six (6) 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:**

Project Directors II report to the Chief Clerk and work in the largest problem solving parts in New York City or in counties with populations exceeding 400,000. Project Directors II report to the Chief Clerk and are responsible for overseeing the work of five (5) or more Case Managers and Resource Coordinators. Project Directors II prepare written reports, maintain statistical records, coordinate grant management and develop linkages with outside social service agencies. Project Directors II may also be responsible for providing District wide support and supervision to problem solving parts. They may also perform administrative and other related duties.

**ASSIGNMENT:**

This position will be the Drug Court Liaison for the Suffolk County District Administrative Judge's Office. Responsibilities will include oversight over all the Drug Treatment Courts and staff in Suffolk County, assisting in the preparation of grant applications, interacting with various agencies that assist the courts, preparation of reports and visits to the various courts, some of which are located in Riverhead and Southampton.

**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:

THOMAS F. LORITO, DISTRICT EXECUTIVE  
DISTRICT ADMINISTRATIVE JUDGE'S OFFICE  
400 CARLETON AVENUE  
CENTRAL ISLIP, NY 11722

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

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**POSTING DATE:** March 31, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 21, 2010

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