



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 21007

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**POSITION TITLE:** CASE MANAGER I JG:16

**LOCATION:** CRIMINAL COURT OF THE CITY OF NEW YORK - CITYWIDE

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

**CLASSIFICATION:** **NON-COMPETITIVE**

**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** Credentialed 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:**

Case Managers I report to the Chief Clerk and Project Director and work in problem solving parts and units. Case Managers I develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers I prepare written reports and maintain case files on participants. Case Managers I may also perform other related duties.

**ASSIGNMENT:**

**Vocational/Educational Counselor** - VocEd counselor would be responsible for evaluating each drug courts education, training, work history, interest, skills, personality traits, strengths and limitations and arrange for aptitude, cognitive, and achievement testing to assist the participant in making career/educational choices and to determine capabilities of fulfilling the Court's educational and employment mandates. The VocEd counselor will create a vocational/educational plan and work to place participant in appropriate educational and/or vocational programs with the ultimate goal of obtaining long-term, meaningful employment. For those participants requiring vocational training, VocEd counselor will refer participants for vocational training and job placement, assisting participants I applying for benefits to pay for these services, The VocEd counselor will provide workshops on such topics as resume writing and interviewing techniques; maintain a network of private and government-funded training programs for vocational training opportunities for participants, develop linkages with employers, employment and government agencies, that will assist participants with job placement; place school age participants in secondary education programs; and monitor attendance, grades, participation and class work for defendants participating in any educational and vocational programs and report the information to the Court at every court appearance.

**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: 2.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

WILLIAM ETHERIDGE III  
CHIEF CLERK VII  
CRIMINAL COURT, NYC  
1000 CENTRE STREET, ROOM 316  
NEW YORK, NEW YORK 10013

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

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**POSTING DATE:** February 17, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 10, 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.**

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