



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 26502

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**POSITION TITLE:** CASE TECHNICIAN **JG: 12**

**LOCATION:** SUPREME COURT, KINGS COUNTY - CRIMINAL TERM

**BASE SALARY:** \$36,865 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** A High School diploma and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

Preference may be given to applicants with a Bachelor of Science degree and experience working with the criminal justice and substance abusing populations. Knowledge of Windows and Microsoft Excel is a plus.

**DISTINGUISHING FEATURES OF WORK:**

Case Technicians report to Case Managers and Resource Coordinators and work in problem solving parts. Case Technicians are responsible for providing technical and administrative support services to specialized parts. Case Technicians may also perform other related duties.

**ASSIGNMENT:**

This position will serve as a lab technician and is responsible for the overall day to day operations of the urinalysis-testing component of the Brooklyn Treatment Court. This includes carrying out urine testing using BTC's urine analysis equipment, recording this information in the in-house management information system, and ordering and maintaining supply inventory for the Lab.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [KCSC-Employment@nycourts.gov](mailto:KCSC-Employment@nycourts.gov) (please reference posting #26502 in subject line) or by mail to:

PATRICIA CREEGAN  
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM  
HUMAN RESOURCES DEPARTMENT  
320 JAY STREET, ROOM 4.110  
BROOKLYN, NY 11201

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

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**POSTING DATE:** June 18, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 10, 2015

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