



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27003

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

LOCATION: SUPREME COURT - CRIMINAL TERM, QUEENS COUNTY

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

CLASSIFICATION: **NONCOMPETITIVE/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** Credentialized 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: QUEENS SUPREME - CRIMINAL: QTC; QDWI; QMHC;QDDC;QDDN.

The Project Director is responsible for the overall operation of the Queens Treatment Court (QTC),Queens DWI Court (QDWI), Queens Mental Health Court (QMHC), the Queens Drug Diversion Court (QDDC) and the Queens Drug Diversion, N - Part (QDDN).

The Project Director will work closely with the Judge, Chief Clerk, Queens County District Attorney's Office, defense bar, Resource Coordinators from each court's part, court Case Managers and other court personnel. The Project Director will coordinate the court-based social service agencies and oversee the QTC-Queens TASC Case Managers, Department of Education Liaison, and QDWI Probation Officers, and community - based treatment programs.

The Project Director coordinates weekly clinical meetings, weekly team meetings and quarterly stakeholders' meetings for all of the courts. The Project Director oversees that data is entered in the Universal Treatment Application (UTA) data system. The Project Director is also responsible for researching and writing grant proposals, maintaining court statistics and reporting to the monitoring agencies, including grant agencies and the Office of Court Administration.

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 at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

MAUREEN D'AQUILA
CHIEF CLERK VII
QUEENS SUPREME COURT - CRIMINAL TERM, QUEENS COUNTY
125-01 Queens Boulevard, 7th Floor
KEW GARDENS, NY 11415

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 23, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 15, 2010

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