



PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

UCS-23

STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT

Announcement Number: 3101

POSITION TITLE: Resource Coordinator I **JG: 16**

LOCATION: Rensselaer County Court
Third Judicial District
Rensselaer County Courthouse
80 Second Street
Troy, NY 12180

BASE SALARY: \$44,504 Annual

CLASSIFICATION: Non-Competitive - Temporary **This position is temporary subject to federal grant funding through March 2012**

QUALIFICATIONS: 1) 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 2) Credentialed Alcoholism and Substance Abuse Coordinator (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 3) An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Resource Coordinators I report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators I are responsible for establishing and maintaining relationships with community partners and service providers; act as the courtroom representative for problem solving parts and units; prepare written reports, update computer programs and maintain case files. Resource Coordinators I may also perform other related duties.

ASSIGNMENT: Under the supervision of the Chief Clerk, this individual will work in conjunction with the present Resource Coordinator, the Drug Treatment Court Judge, and the Drug Court team in Rensselaer County Court. This position will be responsible for case management activities and administering the drug treatment court case management system. Other duties will include writing grant proposals, statistical reporting, data entry, program development and community networking. Experience with chemical dependency assessment, together with a working knowledge of the treatment community, a general understanding of the criminal justice system and work experience and/or knowledge of drug treatment court(s) are desirable. The Coordinator will be responsible for monitoring defendants' compliance with court mandated programs and other court orders in coordination with victims' advocacy agencies and the Probation Department. Strong computer skills including experience with Windows NT and WordPerfect are needed to skillfully coordinate this program. Duties will be discussed in greater detail at the time of the interview.

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 the same 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 is (1).

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:

Carol Schongar, District Executive
Third District Administrative Judge's Office
40 Steuben Street, 6th Floor
Albany, New York 12207
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

POSTING DATE: February 23, 2011

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 16, 2011

For employment opportunities in the Unified Court System, please go to www.nycourts.gov
The New York State Unified Court System is an Equal Opportunity Employer.
Women, Minorities, and Individuals with Disabilities are encouraged to apply.