



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT**

Announcement Number: 3903

POSITION TITLE: Case Manager I (Drug Treatment Court) **JG: 16**

LOCATION: Albany Supreme and County Court
Third Judicial District
Albany Judicial Center
6 Lodge Street
Albany, NY 12207

BASE SALARY: \$42,789 Annual

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: Under the direct supervision of the Treatment Court Judge, Chief Clerk, and the Resource Coordinator, this individual will act as the Case Manager for the Drug Treatment Court in Albany Supreme and County Court, working closely with the Treatment Court Team. This position will be responsible for case management activities and administering the 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 treatment court(s) are desirable. Strong computer skills including experience with Windows NT and WordPerfect are needed to skillfully coordinate this program. The appointee may perform clerical duties as directed by the Chief Clerk of the Court. 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 these 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 three (3) 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/or a resume to:

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

Applicants are encouraged to complete the EEO Data Collection Form

POSTING DATE: August 5, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 26, 2009

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.