UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
4TH JUDICIAL DISTRICT

PLEASE POST
ANNOUNCEMENT NO. **4001**

POSITION TITLE: RESOURCE COORDINATOR I **JG:** 16

LOCATION: FRANKLIN COUNTY DRUG COURT, MALONE, NY 12953

BASE SALARY: $42,789 ANNUALLY

CLASSIFICATION: **Non-Competitive**

QUALIFICATIONS:
Bachelor's 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. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

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: Franklin County Drug Court. Travel may be required.

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

SHERRY L. BARNUM, DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
65 SOUTH BROADWAY, SUITE 101
SARATOGA SPRINGS, NY 12866
518-285-5099

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 13, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 3, 2010**

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