



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
**4<sup>TH</sup> JUDICIAL DISTRICT**

**PLEASE POST  
ANNOUNCEMENT NO. 4003**

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

**LOCATION:** OGDENSBURG CITY DRUG COURT, OGDENSBURG, NY 13669

**BASE SALARY:** \$44,504 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:** Ogdensburg City 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: February 24, 2010      APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 17, 2010**

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