UCS-23
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
4TH JUDICIAL DISTRICT

PLEASE POST
ANNOUNCEMENT NO. **4005**

POSITION TITLE:	**Resource Coordinator II**	**JG: 18**
	Integrated Domestic Violence Coordinator	
LOCATION:	**Warren and Washington Counties** **Fourth Judicial District**	
BASE SALARY:	**$49,777 annually**	
CLASSIFICATION:	**Non-Competitive**	

QUALIFICATIONS: Bachelor's degree from an accredited college or university 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 credentialed Alcoholism and Substance Abuse Counselor (CASAC) 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 an equivalent combination of education and experience.

Preference will be given to CSW's with a minimum of five years experience in criminal justice and experience in assessment and linkages to services. Familiarity with the criminal court, family court and supreme court (matrimonial parts), with a background in domestic violence issues; ability to interact with members of the judiciary and social service providers; excellent written and oral communication skills; strong organization skills; ability to manage multiple projects simultaneously and familiarity with computer technology applications is desirable.

DISTINGUISHING FEATURES OF WORK: Resource Coordinators II report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators II are responsible for analyzing cases, determining treatment, counseling and intervention options in order to make recommendations to the Court. Resource Coordinators II are responsible for establishing and maintaining relationships with community partners and service providers. Resource Coordinators II act as liaisons between the court and Case Managers and act as the courtroom representative for problem solving parts and units and supervise two (2) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators II prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT: The Integrated Domestic Violence Coordinator (IDV Coordinator) will report to the District Executive and is primarily responsible for gathering and organizing all related domestic violence case information, coordinating the information between and among courts and helping to establish and strengthen communication with stakeholders. Specifically, the IDV Coordinator will be responsible for: Assisting with the review and identification of domestic cases filed in the local criminal courts, Family Court and Supreme Court (matrimonial parts) in designated counties; working with judicial and non-judicial personnel in each court to coordinate case identification, communication, services, training and meetings; utilizing relevant technology applications including ACIS, ADBM, IDV Application, UCMS, and WebDvS, etc., for case identification, record keeping and statistical purposes; facilitating communication between judges to promote consistent orders of protection; working with court staff, attorneys, and criminal justice and social service agencies to coordinate the delivery of services and promote communication relative to compliance; developing and implementing protocols with off-site agencies; serving as a liaison between the court and public and private agencies; maintaining familiarity with court operations and new legislation related to domestic violence issues; and working with the designated Office of Court Administration Technical Assistance Team to successfully plan and implement the district-wide initiatives. Extensive travel throughout the District and particularly to Warren and Washington Counties.

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 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 based 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 (3) months. Position(s) available at the present time 1.

APPLICATION PROCEDURES: All interested persons meeting the minium qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or the web http://www.nycourts.gov/careers/UCS5.pdf) and a resume to:

Sherry L. Barnum
District Executive
Fourth Judicial District Administrative Office
Lincoln Baths Building - 65 South Broadway, Suite 101
Saratoga Springs, NY 12866
518-285-5099

Applicants are encouraged to complete the EEO Data Collection Form.

POSTING DATE: May 26, 2010

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: June 17, 2010

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