

PLEASE POST



UCS-23
EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
4TH JUDICIAL DISTRICT

ANNOUNCEMENT NO. 04913

POSITION TITLE: Resource Coordinator II Integrated Domestic Violence Court **JG: 18**

LOCATION: Warren County Courthouse, Warren County Municipal Center, 1340 State Route 9, Lake George, NY 12845

BASE SALARY: \$47, 860 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 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 nominee to this position will serve as Coordinator of the Warren County Integrated Domestic Violence Court and the Washington County Integrated Domestic Violence Court with duties including but not limited to coordination of operations; case management, including compiling and inputting data, modifying the database as necessary and preparing reports; grant management; program development and community networking. Travel is 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 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 minimum 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: November 18, 2009

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: December 10, 2009

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