

PLEASE POST

EMPLOYMENT
OPPORTUNITY

 State of New York
 UNIFIED COURT SYSTEM
 5TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: 05015

POSITION TITLE: CASE TECHNICIAN**JG - 12****LOCATION: SYRACUSE COMMUNITY TREATMENT COURT
SYRACUSE, NEW YORK****BASE SALARY: \$ 35,434 ANNUALLY (GRANT FUNDED)****CLASSIFICATION: NON COMPETITIVE****QUALIFICATIONS:**

A High School Diploma and two (2) years of relevant experience; **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:

Case Technicians report to Case Managers and Resource Coordinators and work in problem solving parts. Case Technicians are responsible for providing technical and administrative support services to specialized parts. Case Technicians may also perform other related duties.

ASSIGNMENT:

The Case Technician will serve as a community service crew supervisor and will screen offenders to determine community service eligibility. They will transport and supervise work crews to insure successful completion of court-ordered community service obligations while exercising independent thinking and sound judgement in sometimes difficult situations. The Case Technician fosters relationships with community and governmental agencies and plans daily work crew projects. Strong computer skills are required to prepare computerized compliance reports, project data and other information as directed by the Project Director, Resource Coordinator and Judge. They maintain the community service van and equipment. Experience in the criminal justice system supervising offenders in a secure/non-secure environment or related work experience in law enforcement preferred. A valid New York State Driver's License 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 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 six (6) months. Positions available at the present time: 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 RESUME TO:

**MICHAEL A. KLEIN, ESQ.
 DISTRICT EXECUTIVE
 FIFTH JUDICIAL DISTRICT OFFICE
 600 S. STATE STREET, ROOM 300
 SYRACUSE, NEW YORK 13202**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: DECEMBER 1, 2010**APPLICATION MUST BE POSTMARKED OR RECEIVED BY: DECEMBER 22, 2010**

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

