PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
6TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: 06010

POSITION TITLE: **CASE MANAGER I** **JG:** 16

LOCATION: **DRUG TREATMENT COURTS - TOMPKINS COUNTY**
ITHACA, NEW YORK

BASE SALARY: **$44,504**

CLASSIFICATION: **Non-Competitive**

QUALIFICATIONS: Bachelors 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.

DISTINGUISHING FEATURES OF WORK: Case Managers I report to the Chief Clerk and Project Director and work in problem solving parts and units. Case Managers I develop treatment plans, determine intervention services, counsel participants and make recommendations to the court. Case Managers I prepare written reports and maintain case files on participants. Case Managers I may also perform other related duties.

ASSIGNMENT: The nominee to this position will serve as Case Manager of the Tompkins County Drug Treatment Courts with duties including but not limited to coordination of operations; case management, including inputting data, modifying the database as necessary and preparing reports; grant management; program development and community networking. Due to the many administrative responsibilities, incumbent must possess strong organizational and clerical skills.

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 is (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 A RESUME TO:

KAREN A. AMBROZIK, DISTRICT EXECUTIVE
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NEW YORK 13901
(607) 240-5350

POSTING DATE: April 7, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 28, 2010**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

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