

**PLEASE POST**

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**  
**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
6<sup>TH</sup> JUDICIAL DISTRICT**

**ANNOUNCEMENT NUMBER: 06910**

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**POSITION TITLE:** CASE TECHNICIAN **JG-12**

**LOCATION:** BROOME COUNTY DRUG COURTS - Binghamton, New York

**BASE SALARY:** \$34,071

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** A High School Diploma and two (2) years of relevant experience; **or** an equivalent combination of education and experience.

**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:** This position provides technical and clerical support to the Resource Coordinator I in the Binghamton Drug Treatment Court. Incumbent may be required to travel as needed to assist other Case Managers or Resource Coordinators in the Sixth District. Typical duties include but are not limited to conducting orientation of participants, preparing new case files, conducting court mandated drug testing using specialized equipment, tracking specimens for clients, routine paperwork and data entry. The person in this position will help in conducting work readiness workshops, developing life skills workshops and communicating with community service organizations.

**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. 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, OR OUR WEBSITE- <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, 5<sup>TH</sup> FLOOR  
BINGHAMTON, NEW YORK 13901  
(607) 240-5350**

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**POSTING DATE: July 23, 2009      APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 13, 2009**

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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.*