



**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

**State of New York  
UNIFIED COURT SYSTEM  
6TH JUDICIAL DISTRICT**

Announcement No. 06912

**POSITION TITLE:** RESOURCE COORDINATOR I **JG:** 16

**LOCATION:** Position will be based in Owego, New York and will provide service to the counties of Tioga and Schuyler - thus travel will be required.

**BASE SALARY:** \$42,789

**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:** Resource Coordinators I report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators I are responsible for establishing and maintaining relationships with community partners and service providers; act as the courtroom representative for problem solving parts and units; prepare written reports, update computer programs and maintain case files. Resource Coordinators I may also perform other related duties.

**ASSIGNMENT:** The nominee to this position will serve as the Integrated Domestic Violence Initiative Coordinator (IDV-I Coordinator) of Tioga and Schuyler Counties. The IDV-I Coordinator will report to the District Executive and is primarily responsible for gathering and organizing all related domestic violence case information. Specifically, the Coordinator will be responsible for assisting with the review of and identification of domestic cases filed in local Criminal, Family, and Supreme (matrimonial parts) Courts in designated counties. Coordinator will work with judicial and non-judicial personnel in each court to coordinate case identification, communication, services, training and meetings. Relevant technological applications including ACIS, ADBM, IDV Application, UCMS, and WebDVS etc. must be used for case identification, record keeping and statistical purposes. Coordinator will facilitate communication between judges promoting consistent orders of protection, working with court, public, and private agencies. Coordinator will maintain familiarity with court operations and new legislation, grant management, and working with designated Office of Court Administration Technical Assistance Team to successfully plan and implement district-wide initiatives.

**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:

1.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY CITY OR COUNTY LEVEL COURT, FROM THE DISTRICT ADMINISTRATIVE OFFICE IN A COURT BUILDING 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**

**DATE OF POSTING: November 13, 2009**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 7, 2009**

*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.*