



PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07025

POSITION TITLE: CASE MANAGER I **JUDICIAL GRADE:** 16
LOCATION: AUBURN DRUG AND ALCOHOL TREATMENT COURT, AUBURN, NEW YORK
BASE SALARY: \$44,504 ANNUALLY - PLUS FULL BENEFIT PACKAGE
CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelor's 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. *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 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.

TYPICAL DUTIES: Case Managers I interview participants to determine a need for services; conduct psycho-social evaluations and prepare reports; report participants compliance on programs and may recommend sanctions; and facilitate life skills workshops for participants. They also electronically update and maintain participants case records; conduct court mandated drug testing by use of specialized equipment and ensure that the participants comply with program rules. They must have knowledge of social work techniques and procedures; the ability to analyze information obtained through research and/or discussion and ascertain its relevance to investigations under way; and the ability to handle confidential matters.

ASSIGNMENT: This position will primarily be assigned to the Auburn Drug and Alcohol Treatment Court. However, the incumbent may be assigned to assist in any of the Drug Treatment Courts or other courts, as needed. Experience with chemical dependency assessment, together with a working knowledge of the treatment community is required, and a general understanding of the criminal justice system and work experience and/or knowledge of drug treatment court is desirable. Strong computer skills are needed.

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* 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. 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 on the web at www.nycourts.gov/careers/UCS5.pdf), and a resume to:

NYS SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
161 HALL OF JUSTICE, 99 EXCHANGE BLVD
ROCHESTER, NEW YORK 14614-2184

Fax # (585) 784-4231

E-MAIL: JOBS_7THJD@courts.state.ny.us

Applicants are encouraged to complete EEO Data Collection form UCS-19X.

DATE OF POSTING: November 10, 2010 **APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY: DECEMBER 3, 2010**

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