



PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07901

POSITION TITLE: RESOURCE COORDINATOR II **JUDICIAL GRADE:** 18

LOCATION: MENTAL HEALTH COURT AND DRUG TREATMENT COURT
MONROE COUNTY HALL OF JUSTICE, ROCHESTER, NEW YORK

BASE SALARY: \$47,860 ANNUALLY - PLUS FULL BENEFIT PACKAGE

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelors Degree from an accredited college or university 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** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and three (3) 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, consideration may be given to education and experience directly related to the assignment.*

DISTINGUISHING FEATURES OF WORK: Resource Coordinators II report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators II are responsible for establishing and maintaining relationships with community partners and service providers. Resource Coordinators II act as liaisons between the court and Case Managers and act as the courtroom representative for problem solving parts and units and supervise two (2) or more Case Managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators II prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT: The Resource Coordinator II will support the implementation of a DWI Track which will serve the Rochester Drug Treatment Court. The incumbent will be responsible for establishing and maintaining relationships with probation, law enforcement, Stop DWI, treatment providers, and other community based agencies. The Resource Coordinator II will serve as the courtroom representative for the DWI Track, and maintain case files for participants in the court.

Experience with chemical dependency assessment and treatment, a general understanding of the criminal justice system, and familiarity with the drug treatment court operations is desirable. Strong computer and organizational skills are necessary to coordinate this program.

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 promotional 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.* 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

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 www.nycourts.gov/careers/UCS5.pdf), and a resume **for each distinct announcement number** to:

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

Fax # (585) 428-4064

EMAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us

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

DATE OF POSTING: July 29, 2009 **APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:** AUGUST 19, 2009

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